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SECRETARY OF THE AIR FORCE

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Space, Missile, Command and Control

AIR TRAFFIC SYSTEM EVALUATION PROGRAM

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This instruction implements AFPD 13-2, Air Traffic Control, Airspace, Airfield, and Range Management. It provides guidance and procedures for conducting the evaluation of the air traffic system's safety, effectiveness, and compliance with HQ USAF and FAA standards. It outlines the frequency of evaluations, responsibilities of MAJCOM evaluation team members, and reporting format. The reporting requirements in this directive (Chapter 5) are exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. MAJCOMs must forward supplements to this AFI to HQ AFFSA/XA for approval prior to implementation.

(AFMC) AFI 13-218, 1 November 1998, is supplemented as follows:

This supplement applies to AFMC activities that operate, administer, and maintain an airfield management/base operation function, an air traffic control (ATC) or navigational aid facility, and includes the operation of a Radar Control Facility (RCF). It does not apply to the Air National Guard or US Air Force Reserve units and members except as outlined in memorandums of understanding. Base-level supplements to this directive require MAJCOM approval and must be forwarded to HQ AFMC/DOA.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Chapter 1

DESCRIPTION OF THE AIR TRAFFIC SYSTEM EVALUATION PROGRAM

1.1. Air Traffic System Evaluation Program (ATSEP). The ATSEP evaluates the ability of the air traffic system to meet standards and operational requirements of civil and military users. All USAF, USAF Reserve, Air National Guard (to include DOD and contract locations, as applicable) and host nation locations (where USAF has functional responsibility) are subject to this program.

1.1.1. HQ AFFSA/XAS is responsible for AFI 13-218, Special Interest Items (SII), operational checklists and test development. Additionally, HQ AFFSA/XAS provides USAF-level oversight of the ATSEP and may, as mutually coordinated, either observe or augment MAJCOM evaluation teams.

1.1.1. (AFMC) HQ AFMC/DOAT develops and controls all ATCALS Maintenance Knowledge Tests.

1.1.2. MAJCOM airfield operations staffs are responsible for scheduling, implementing and reporting ATSEP visits within their MAJCOM. MAJCOM staffs and units should continually review the checklists to ensure currency and accuracy. MAJCOMs should forward recommendations for checklist changes to HQ AFFSA/XAS.

1.2. Objective. Analyze from an operational viewpoint the total air traffic system for safety, compatibility and adequacy. Analyze and evaluate all pertinent areas that are a part of, or affect, the air traffic system for compliance with regulatory guidance.

1.3. Scope. Evaluate the quality of service and support (e.g., Weather, Civil Engineering (CE), Safety Office, Airspace Management) provided to air traffic system users and compliance with standards by Air Traffic Control (ATC), Airfield Management (AM) and Air Traffic Control and Landing Systems (ATCALS) maintenance. Provide trend information and recommend system improvements.

1.4. Scheduling Evaluations .

1.4.1. MAJCOMs will conduct ATSEPs where they have functional responsibility (to include host nation locations) for ATC, AM or ATCALS. MAJCOMs will forward a copy of their annual ATSEP schedule to HQ AFFSA/XAS by 1 August each year for planning and budgeting. MAJCOMs will forward schedule changes to HQ AFFSA/XAS as they occur.

1.4.2. MAJCOMs will notify the Operations Group Commander (OG/CC) or equivalent operational commander and the Support Group Commander (SPTG/CC) of the scheduled evaluation not later than 60 (as a minimum) days prior to the event. This notification will include evaluation dates, a list of ATSEP team requirements (i.e., office space, computer support, and phones), a request for any locally identified items requiring special attention and ATSEP questionnaires along with instructions for their distribution, completion and collection. The OG/CC and SPTG/CC will acknowledge receipt and advise MAJCOM, not later than 30 days prior to scheduled evaluation date, of any requirements that cannot be met.

1.4.2. (AFMC) A Courtesy Copy of ATSEP notification letters will be sent to Operations Support Squadron Commander (OSS/CC), Communications Gp/Sq Commander (CG/CC or CS/CC), CE GP/Sq Commander and Airfield Operations Flight Commander (AOF/CC).

Chapter 2

CONDUCTING THE AIR TRAFFIC SYSTEM EVALUATION PROGRAM

2.1. Conducting the Evaluation. An evaluation will be conducted at each location at least once every 24 months. Follow the guidelines established in this AFI using all applicable regulatory guidance and compliance checklists. Evaluators will: observe airfield operations, interview key personnel from wing organizations and adjacent airports, review local airfield procedures and documentation, conduct testing and evaluate ATCALS maintenance, Weather, CE and Safety Office support. MAJCOM ATCALS maintenance, CE, safety and weather personnel should participate as ATSEP team members to ensure an in-depth evaluation of system support functions.

2.1.1. There may be times when other functional evaluations, which also address ATSEP evaluated areas, are conducted simultaneously with an ATSEP (e.g., Air Force Weather Technical Standardization and Evaluation Program or Inspector General inspections). Evaluation frequency may be adjusted to support reducing the inspection "footprint" if the ATSEP is combined with other inspection/evaluation programs (adjustment should be limited to plus 6 months or minus 12 months).

2.1.2. For any particular evaluation, the ATSEP team composition and scope of the evaluation will depend primarily on levels of USAF functional responsibility within that air traffic system. The ATSEP team will conduct an in-depth evaluation ranging from a comprehensive analysis of all air traffic system components and user satisfaction (**Chapter 3**) to completion of the compliance checklists (attachments 3-9).

2.2. In-brief. The Airfield Operations Flight Commander (AOF/CC) will coordinate and schedule the in-brief. The OG/CC will ensure members of the Airfield Operations Board (AOB) and SPTG/CC or representative attend the in-brief. The ATSEP team chief will provide information that covers at least the following topics:

2.2.1. Introduction of team members.

2.2.2. Overview of ATSEP evaluation and reporting.

2.2.3. Definition of an observation and closure process.

2.2.4. Definition of a problem and closure process. Make it clear that if a checklist item is not in compliance when it is first evaluated, then it must be written as a problem.

2.2.5. Evaluation and closure process for SIIs.

2.2.6. Process for daily review of identified/potential deficiencies.

2.3. Daily Brief. The ATSEP team chief or designated representative should brief the AOF/CC daily on the progress of the evaluation. This briefing should include any observations, problems identified, status of SIIs and other areas of interest. The team chief or designated representative will brief the Operations Support Squadron Commander (OSS/CC) or designated representative and the Communications Squadron Commander or designated representative, as required. Additionally, team members will brief their unit counterparts on all identified or potential deficiencies/concerns each day.

2.3. (AFMC) The ATCALS maintenance team chief or designated representative will brief the Communications Squadron System Flight Commander/Chief of Maintenance (CS/SCM) daily on the progress of the evaluation.

2.4. Final Out-brief. The AOF/CC will coordinate and schedule the final out-brief. The ATSEP team chief will out-brief ATSEP results to the OG/CC (or wing representative), SPTG/CC (or representative), and concerned base agency representatives as required. The following information must be briefed (as a minimum):

2.4. (AFMC) The ATCALS Maintenance team chief or designated representative will out-brief the ATCALS ATSEP results to the Communications Squadron Commander.

2.4.1. Overall assessment of air traffic system. Make specific note of strengths and weaknesses.

2.4.2. Results of special interest items evaluated.

2.4.3. Observations. Indicate the urgency of the observation.

2.4.4. Problems. Define relative impact of noncompliance, i.e., aircraft separation errors vs. minor administrative oversight.

2.4.5. Required follow-up actions. Explain when the unit should expect the report, the contents of the report, reply instructions and the tracking and closing processes.

2.5. Airfield Management and Air Traffic Control Testing. AM and ATC personnel are administered general knowledge test materials to gauge the knowledge level of the respective career fields for trend analysis purposes. Additionally, civilian contractors and DOD AM and ATC civilians are required to take the test. HQ AFFSA/XAS develops and distributes written tests to the MAJCOMs. Evaluation team members will administer the tests to all available personnel (including 3-levels) holding at least a position certification in one of the unit facilities and prior rated ATC personnel. AOF officers will be administered ATC and AM tests. Each individual will annotate their name or operating initials on the answer sheet. The test will be graded by the evaluator. The AOF/CC (or equivalent) will be briefed on all test results. MAJCOMs will forward a list of the questions missed, how often they were missed and number of control tower, radar, airfield management and base operations personnel tested. Send separate test averages and number of times each question was missed for each function to HQ AFFSA/XAS. HQ AFFSA/XAS will evaluate incorrect answers to determine trends that indicate areas requiring emphasis and to determine the adequacy of training products and AF level guidance. MAJCOMs may supplement the testing process with tests developed to address local knowledge areas.

2.5. (AFMC) ATCALS Maintenance Testing and Task Performance Evaluations Procedures.

2.5.1. (AFMC) All ATCALS maintenance technicians will be administered a general knowledge test to gauge the knowledge level of the respective career fields for trend analysis. Testing will be administered to all 3,5,7,9 levels and civilians assigned to ATCALS maintenance AFSCs. HQ AFMC/DOAT develops, distributes, and administers written tests.

2.5.2. (AFMC) Maintenance technicians will be given a task performance evaluation to measure their proficiency and develop performance trend analysis.

2.5.3. (AFMC) The CS/SCM and appropriate work center supervisor will be briefed on the test and evaluation results.

2.6. Follow-up Evaluations. A follow-up evaluation may be conducted as deemed necessary by the MAJCOM staff. Normally, this determination will be based on the number and potential/actual impact of system deficiencies (observations and problems) identified during the ATSEP. If a follow-up evaluation is required, it will be completed within 12 months of the ATSEP. During follow-up evaluations, team members will assess wing/unit progress in correcting deficiencies and offer further recommendations, as applicable, to assist with the closure process. Evaluators will review documented action taken to correct previously identified deficiencies and confirm closure for those deficiencies that have been resolved. Follow-up evaluations may be accomplished by an on-site visit or desk audit. MAJCOMs will advise the OG/CC and SPTG/CC at least 30 days prior to conducting an on-site follow-up evaluation.

Chapter 3

SYSTEM EVALUATION

3.1. Evaluation Areas. Applicable USAF, FAA and MAJCOM requirements will be thoroughly evaluated from an operational viewpoint. The following areas, as a minimum, will be observed:

3.1.1. Air traffic control operations

3.1.2. Airspace management and configuration

3.1.3. Terminal Instrument Procedures (TERPS)

3.1.4. Interface with adjoining air traffic facilities

3.1.5. Airfield management and base operations

3.1.6. Air Traffic Control and Landing Systems (ATCALS) support

3.1.7. Civil Engineering support of ATC, AM, ATCALS, and TERPS requirements (i.e., CE Maps, airfield obstruction/waiver program, airfield signs/markings, auxiliary power, facility grounding/ lightning protection)

3.1.8. Safety awareness programs: public relations, Midair Collision Avoidance (MACA) program, Bird/Wildlife Aircraft Strike Hazard (BASH) program

3.1.9. Weather Support (i.e., Cooperative Weather Watch and Tower Visibility Reporting)

3.1.10. Specialized requirements (local directives)

3.2. Observations. Annotate deficiencies identified during this comprehensive analysis in the ATSEP report as Observations. Observations are system deficiencies that clearly indicate actual or potential flying mission impact or an adverse affect on flight safety. Each observation must contain the following elements:

3.2.1. Observation. The observation statement must clearly state the deficiency and define the mission impact or safety of flight indicators.

3.2.2. Discussion. The discussion should contain information that supports the observation. The discussion is also the appropriate place to include unit or wing input.

3.2.3. Recommendation. The recommendation should indicate any possible means to correct the deficiency and specifically address the agency/office best able to correct the deficiency. Recommendations will be based on previous successful actions to close observations or best practices learned through experience.

3.3. Special Interest Items. HQ AFFSA/XA identifies annual ATSEP SIIs using the previous year's ATSEP reports. Once SIIs have been determined by HQ AFFSA/XA, the SIIs are coordinated with the MAJCOMs to ensure validity. AF-level SIIs will be evaluated using a checklist developed by AFFSA/ XAS. SII checklists contain questions that should be used by units to conduct self-inspections. SIIs will be rated either satisfactory or unsatisfactory based on the overall checklist. Because some of the checklists must be evaluated subjectively, a single unsatisfactory question in the body of the SII does not automatically render the entire SII unsatisfactory. However, if the answer to the most fundamental question (e.g., "Does a BASH program exist?") is no, the SII would be unsatisfactory. Unsatisfactory SIIs will be

reported, tracked and closed in the same manner as observations (paragraph **3.4.**). MAJCOMs may develop and manage MAJCOM-specific SIIs as deemed necessary.

3.4. Observation and Special Interest Item Resolution Instructions. The OG/CC shall convene the AOB within 30 days after receiving the ATSEP report to address observations/SIIs and actions taken to resolve deficiencies. The AOB is the primary forum for resolving observations and SIIs. The AOB meeting minutes shall reflect action taken or planned for each observation and SII and include the Office of Primary Responsibility (OPR) for each reported item. Status of open observations and SIIs and their estimated closure dates shall be reflected in AOB meeting minutes until actions are complete. Recommendations for closure will be noted in the AOB meeting minutes and forwarded to MAJCOM OPR for airfield operations. AOB meeting minutes shall be marked "FOR OFFICIAL USE ONLY" when they repeat or paraphrase observations or SIIs in the ATSEP report. MAJCOM/DO is the closure authority for observations and SIIs. MAJCOM/DO staff should coordinate with appropriate collateral staff agencies for assistance in determining correct resolutions regarding observation and SII deficiencies outside their area of responsibility. The MAJCOM airfield operations staff will notify the wing in writing of observation and SII closure approval and forward a copy to HQ AFFSA/XAS. MAJCOM/DO approval and actions taken for closure should be the final AOB meeting minutes entry for each observation and SII closed.

3.5. (AFMC) (ADDED) ATSEP Observations and Special Interest Items (SIIs) will be closed using the following guidance:

3.5.1. (AFMC) ATSEP Observations/SIIs. The OPR for closing the observation/SII will prepare an AF Form 1768, Staff Summary Sheet (SSS). OPRs will submit a SSS for each individual Observation or SII closure request (1 Observation per SSS). See example at Attachment 10. Routing will be as follows:

- From OPR for closing the ATSEP observation to the AOF/CC for coordination. *All Observations from outside the AOF will be coordinated through the appropriate squadron level prior to being submitted to the AOF/CC.*
- Then, to the OSS/CC for coordination.
- Then, to the OG/CC or ABW/CC for coordination.
- The package will then be forwarded to HQ AFMC/DOA for coordination.
- Then, to HQ AFMC/DO for closure approval.

NOTE:

Tab all supporting data and documentation. This information must support closure of the ATSEP observation. Packages must also include excerpts from the Airfield Operations Board where closure was requested.

3.5.2. (AFMC) The AOF/CC or the OG/CC may electronically transmit the required documentation. If this method is used, e-mail all documentation to hqafmc.doa@wpafb.af.mil.

Chapter 4

COMPLIANCE EVALUATION

4.1. ATSEP Checklists. The attached checklists will be used to evaluate Airfield Operations Flight (AOF) and ATCALS maintenance support compliance with established guidance and standards. All applicable checklist items should be evaluated. Checklist items which are applicable, but cannot be evaluated due to unforeseen circumstances (i.e., continual bad weather at a tower only location) may be annotated as "Not Observed" (N/O) and, therefore, not included in the results section of the ATSEP report. MAJCOM airfield operations staffs will ensure the Mobility Preparedness (MP) checklist (**Attachment 8**) is evaluated as part of the ATSEP unless evaluated by some other office/agency as established by the MAJCOM. If MP is evaluated as part of the ATSEP, MP problems will be reported, tracked and closed IAW this AFI.

4.1. (AFMC) AFMC ATCALS Maintenance Team Members **will not** evaluate Temperature Dewpoint Set (AN/FMQ-8), Wind Speed and Direction Set (AN/FMQ-13), and NEXRAD checklist during the compliance evaluation.

4.1.1. Problems. Problems are ATSEP checklist items graded as unsatisfactory at the time they are evaluated, indicating noncompliance with established standards. A problem may also relate directly to, or be a significant part of, an observation in the ATSEP report if it meets the requirement of paragraph **3.2.**

4.1.2. Off-Checklist Problems (OCP). An off-checklist problem indicates non-compliance with regulatory guidance which is identified through a means other than the checklists contained in this AFI. It is important to inform the unit of these problems and to track them for possible adverse trends. AFFSA/XAS will track off-checklist problems and will add them as ATSEP checklist items (as appropriate) during rewrites of AFI 13-218.

4.2. Problem/Off-Checklist Problem Resolution Instructions. MAJCOMs determine problem closure authority and publish coordination procedures in a supplement to this AFI. Notify the wing in writing of approved closure actions and forward a copy to HQ AFFSA/XAS. Either the AOF/CC or the Systems Flight Commander (or equivalent responsible for ATCALS maintenance) shall initiate respective problem closure by providing a written request for closure that includes the 3-step process (paragraph **4.3.**).

4.3. Three-Step Process for Closing Problems/Off-Checklist Problems:

4.3.1. Initial Action Determination. Explain the initial action(s) determined appropriate to correct the identified problem.

4.3.2. Implementation. Explain the measures/activities accomplished to ensure problem resolution action was initiated.

4.3.3. Management Control Action. Explain the management control implemented to prevent recurrence of the problem. Managers will monitor resolution for an adequate period before considering the problem closed.

4.4. (AFMC) (ADDED) ATSEP Problems will be closed using the following procedures:

4.4.1. (AFMC) Once corrected, the OPR for the problem will submit appropriate documentation to the AOF/CC for coordination, then to the OSS/CC for concurrence. The OSS/CC will forward a written request for closure of ATSEP problems to HQ AFMC/DOA. Maintenance/ATCALS problems will be coordinated through the CS/CC prior to being submitted to the AOF/CC. The format in AFI 13-218 shall be used. All accompanying data or correspondence that support closure of the ATSEP item shall be an attachment to the closure request.

4.4.2. (AFMC) The AOF/CC or the OSS/CC may electronically transmit the required documentation. If this method is used, e-mail all documents to hqafmc.doa@wpafb.af.mil.

Chapter 5

AIR TRAFFIC SYSTEM EVALUATION PROGRAM REPORTS

5.1. Responsibilities.

5.1.1. HQ AFFSA Responsibilities. Provide the annual ATSEP Executive Summary Report and the Semiannual Trends and Analysis Report to MAJCOMs for HQ USAF/XOO. The trends and indicators included in these reports are determined using information extracted from previously published ATSEP reports, AOB meeting minutes and Hazardous Air Traffic Reports. Semiannual Trends and Analysis and annual Executive Summary Reports are exempt from RCS licensing in accordance with AFI 37-124, The Information Collection and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.

5.1.2. MAJCOM Responsibilities. MAJCOM evaluation team members will prepare a report for each evaluation using the format shown in **Attachment 2**. An evaluation report must be completed and distributed within 30 days of completion of the evaluation.

5.1.2.1. Use the sample cover page for the report. Include team composition and team chief signature block on the next page.

5.1.2.2. Include all required sections and subsections in each report. Indicate if there is no information for a section. Ensure the Executive Summary is consistent with information presented at the final out-brief.

5.1.2.3. ATSEP reports must be marked "FOR OFFICIAL USE ONLY" and handled accordingly. ATSEP reports are exempt from RCS licensing in accordance with AFI 37-124.

5.1.2.4. Do not use technical jargon other than equipment nomenclature followed by the equipment type/name.

5.2. ATSEP Report Content. Normally, ATSEP reports will include Section I, Executive Information; Section II, Observations and SIIs; Section III, Problems and Off-Checklist Problems and Section IV, General Information:

5.2.1. Section I, Executive Information. Include, as a minimum, the following:

5.2.1.1. Purpose and Scope. Use the purpose and scope statements from the sample report (**Attachment 2**) that are applicable to the evaluated system. Include definitions of an observation and a problem, if any are reported.

5.2.1.2. Executive Summary. The Executive Summary must give the host operational commander an overview of the ATSEP team's perception of the air traffic system's capability to support the flying mission and how well the airfield operations and ATCALS maintenance personnel and facilities comply with established standards. It should also address significant base support functions, such as CE, that have a direct impact on mission accomplishment. Remarks should include comments on the well being of the air traffic system, an abbreviated list of observations, SIIs to include satisfactory and unsatisfactory items (e.g., 5 SIIs evaluated, 2 were unsatisfactory) and problems. Additionally, annotate deficiencies that do not meet observation or problem criteria but may lead to future degradation of mission effectiveness. Examples are limitations or proposals to the air traffic system that cannot be resolved locally or items that impact the air traffic

system that are beyond the host operational commander's jurisdiction. Identify any significant positive influence on the air traffic system environment (a system capability--not individual personality).

5.2.1.2.1. (AFMC) (ADDED) The executive summary will identify each functional area (AOM, AM, ATC, TE, AUAS, MP, and ATCALS) as Outstanding, Excellent, Satisfactory, Marginal, or Unsatisfactory based upon the aggregate number and severity of Observations, UNSAT/SAT SIIs, and number of Problems identified.

5.2.2. Section II, Observations and Special Interest Items (SII).

5.2.2.1. Observations. This section includes all observation, discussion and recommendation statements as defined in paragraph **3.2.**

5.2.2.2. Special Interest Items (SII). List each SII that is in effect during that particular evaluation period; then, list the evaluation results for each SII. Each unsatisfactory SII should have a statement, discussion and recommendation in the same manner as an observation.

5.2.3. Section III, Problems and Off-Checklist Problems.

5.2.3.1. Problems will be identified by the last two digits of the year--the facility ID--the function evaluated--the sequence number of the problem (98-THREE LETTER ID-ATC-001). The actual checklist number will be included in parenthesis (ATC 007) at the end of the problem statement. The following will be used for identifying specific functions:

AOM	Airfield Operations Management
AM	Airfield Management/Base Operations
ATC	Air Traffic Control
TE	TERPS
AUS	Air Traffic Control Automation
MP	Mobility Preparedness
ATCALS	Air Traffic Control and Landing Systems Support

5.2.3.2. Off-Checklist Problems. Off-checklist problems will be annotated in the ATSEP report following problems in Section III. They will be tracked by assigning an OCP number instead of the sequence format assigned to problems (e.g., 98-BLK-OCP-001). Include the appropriate reference at the end of the statement.

5.2.4. Section IV, General Information.

5.2.4.1. Air Traffic System Environment. Briefly describe the flying mission supported to include units, type aircraft, ATCALS, ATC facilities and annual traffic count.

5.2.4.2. Individuals Contacted. Identify key individuals contacted during the evaluation. This list does not need to include casual contact with personnel who may have been on-duty during the visit.

5.2.4.3. Distribution. List all agencies/offices to receive copies of the report. Include the number of copies for each. Minimum list is in **Attachment 2**.

MARVIN R. ESMOND, Lt Gen, USAF
DCS/Air and Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AFB—Air Force Base

AFFSA—Air Force Flight Standards Agency

AFJQS—Air Force Job Qualification Standard

AM—Airfield Management

AFMQCC—Air Force Maintenance Quality Control Checklist

AIRMET—Airmen's Meteorological Information

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

AOM—Airfield Operations Management

ARA—Airborne Radar Approach

ASR—Air Surveillance Radar

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATCTD—Air Traffic Control Training Device

ATCRBS—Air Traffic Control Radar Beacon System

ATIS—Automatic Terminal Information Service

ATSEP—Air Traffic System Evaluation Program

AUS—Air Traffic Control Automation Specialist

AWDS—Automated Weather Distribution System

BASH—Bird/Wildlife Aircraft Strike Hazard

BCE—Base Civil Engineer

CAM—Chief Airfield Management

CATCA—Chief, Air Traffic Control Automation

CATCT—Chief, Air Traffic Control Training

CCTLR—Chief Controller

CDP—Controller Development Program

CE—Civil Engineer

CENRAP—Center Radar Presentation

CFETP—Career Field Education and Training Plan

CHUM—Chart Updating Manual

CSE—Chief, Standardization and Evaluation

CTO—Control Tower Operator

CWA—Center Weather Advisory

DBRITE—Digital Bright Radar Indicator Tower Equipment

DER—Departure End of Runway

DO—Director of Operations

DTED—Digital Terrain Elevation Data

DVOF—DMA Vertical Obstruction File

EDIT—Experiencing Difficulty In Training

FAA—Federal Aviation Administration

FBO—Fixed Base Operator

FLIP—Flight Information Publication

HIWAS—Hazardous Inflight Weather Advisory Service

ILS—Instrument Landing System

LOP—Local Operating Procedure

MACA—Midair Collision Avoidance

MAJCOM—Major Command

MDA—Minimum Descent Altitude

MIFRAC—Minimum IFR Altitude Chart

MQCC—Maintenance Quality Control Checklist

MP—Mobility Preparedness

MSAW—Minimum Safe Altitude Warning

MTTR—Minimum Task and Technical Reference

MVAC—Minimum Vectoring Altitude Chart

MFD—Military Facility Deviation

NDB—Non Directional Beacon

NCOIC—Non-Commissioned Officer In Charge

NEXRAD—Next Generation Radar

NOTAM—Notice to Airmen

OCP—Off-Checklist Problem

OG—Operations Group

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PAR—Precision Approach Radar

PIDP—Programmable Indicator Data Processor

PIREP—Pilot Report

PCG—Position Certification Guide

RAPCON—Radar Approach Control

RFC—Radar Final Control

RSU—Runway Supervisory Unit

SC—Communications and Information

SCCS—Standard Communications Control System

SEI—Special Experience Identifier

SIGMET—Significant Meteorological Advisory

SII—Special Interest Item

TACAN—Tactical Air Navigation

TCG—Task Certification Guide

TE—TERPS Checklist Item

TERPS—Terminal Instrument Procedures

TDSA—Training Device System Administrator

T.O.—Technical Order

UHF—Ultra High Frequency

UTC—Unit Type Code

UUA—Urgent Pilot Weather Report

VDP—Visual Descent Point

VHF—Very High Frequency

VMC—Visual Meteorological Conditions

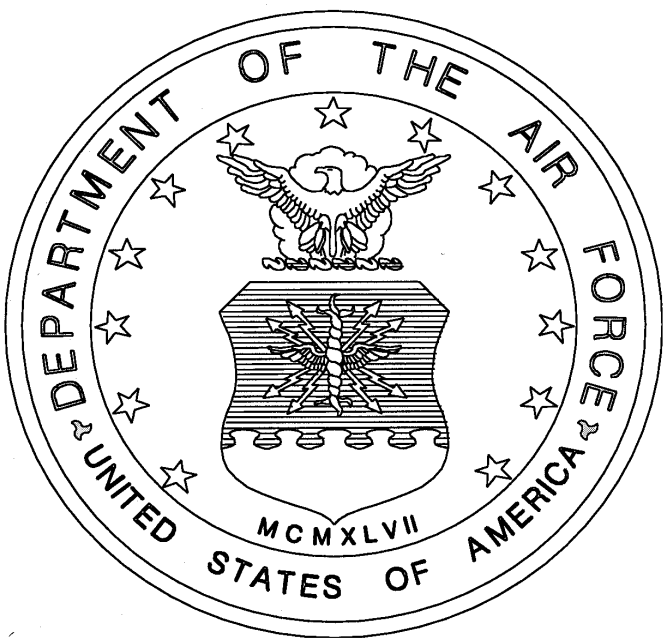
WG—Wing

WST—Convective SIGMET

Attachment 2

SAMPLE

UNITED STATES AIR FORCE



AIR TRAFFIC SYSTEM EVALUATION PROGRAM REPORT

Blank AFB, 27-31 July 1998

FOR OFFICIAL USE ONLY

Section I--Executive Information

Purpose and Scope: This evaluation was conducted to provide an assessment of the quality, adequacy, and safety of the air traffic system supporting flying operations at Blank AFB. It included: an evaluation of the air traffic system capability; air traffic and flight procedures; Air Traffic Control (ATC); Airfield Management (AM); Terminal Instrument Procedures (TERPS); airspace; Air Traffic Control and Landing Systems (ATCALS) support; weather support; and Civil Engineer (CE) support. Comprehensive checklists were used to evaluate ATC, AM, TERPS and ATCALS maintenance compliance with published standards and guidance. This report identifies two levels of deficiencies: (1) Observations: air traffic system deficiencies that indicate adverse flight safety or flying mission impact, and (2) Problems: unsatisfactory checklist items in specific functional areas which reflect noncompliance with standards.

Executive Summary: The Blank AFB Air Traffic System is providing safe, efficient service to all users. Blank AFB control tower, RAPCON, and base operations facility interface well and work cohesively with base agencies. Interviews with the aviation community and review of pilot questionnaires revealed total satisfaction with the military air traffic system operation.

One observation was written. The observation is: the alternate control tower facility is unusable due to bad window seals and unserviceable communications equipment.

Two Special Interest Items (SIIs) were evaluated, one was identified as unsatisfactory: The Mid Air Collision Avoidance (MACA) program requires increased attention to ensure a safe flying environment exists for military and civilian users.

Blank AFB airfield operations facilities/functions and ATCALS maintenance were evaluated for compliance with mandatory guidance and standards. Of 500 checklist items evaluated, 7 problems were written.

Section II–Observations and Special Interest Items (SII):

These deficiencies affect or have the potential to affect the flying mission or flight safety.

Observation (001): The Blank AFB alternate control tower facility is unusable due to deteriorating window seals and unserviceable communications equipment.

Discussion: The Runway Supervisory Unit (RSU) is designated as the alternate control tower in the event the primary control tower is evacuated or becomes unusable. The RSU has not been properly maintained. The multi-channel radios installed in the RSU are not capable of handling mission essential communications during fixed facility evacuation periods.

Recommendation: Blank AFB OSS/OSA should:

a. Ensure a higher priority is placed on CE work requests and assist in developing a periodic schedule for maintenance of the RSU.

b. Initiate a requirement for installation of fixed UHF/VHF radios and frequencies matching those located in the fixed facility.

Special Interest Items Evaluated and Results (evaluated as either satisfactory or unsatisfactory)

Two SIIs were evaluated with the following results:

1. AOF officer qualification and certification

Result: Unsatisfactory. The officer assigned to the AOF/CC position is not an AFSC 13MX and, therefore, is unable to obtain/maintain AFI 13-203 certification or monitor requirements.

Discussion: AFSC 13MX officers are required to complete ATC and AM training as well as facility ratings at Officers Training Program locations prior to any assignment as an AOF/CC or AOF/DO. Without this in-depth education and training background, an officer is ill-equipped to assume the responsibilities associated with an AOF.

Recommendation: The OSS/CC is responsible for managing manpower authorizations and ensuring qualified personnel are assigned. Immediate steps, through appropriate channels, should be taken to request assignment action for a 13MX to fill the AOF/CC position.

2.Use of air traffic control/airfield management personnel outside the AOF

Result: Satisfactory.

Section III - Problems/Off-checklist problems:

Checklist problems in AFI 13-218 determined as not being in compliance with USAF or FAA directives and Off-checklist problems (noncompliance identified through means other than AFI 13-218 checklists)

Problems:

1. Operations

250 checklist items evaluated, 3 problems annotated.

(98-BLK-AOM-001) The airport surveillance radar (ASR) antenna is not being operated at the tilt angle established during the last commissioning flight inspection. (AOM 017)

(98-BLK-ATC-002) Current sunrise and sunset tables are not maintained in the control tower. (ATC 049)

(98-BLK-ATCALS-003) The ASR antenna tilt is incorrect (commissioned at 3.0 degrees and currently set at 2.75 degrees). (ATCALS 019)

2. Training

95 checklist items evaluated, 2 problems annotated.

(98-BLK-AM-004) The CAM did not appoint a qualified training manager. (AM 084)

(98-BLK-ATC-005) The CDP OI does not define procedures for reviewing training records. (ATC 132)

3. Quality Assurance

15 checklist items evaluated, 1 problem annotated.

(98-BLK-TE-006) Procedures have not been reviewed annually by users to ensure they are required for mission support/training. (TE 108).

4. Administration

140 checklist items evaluated, 1 problem annotated.

(98-BLK-ATC-007) RAPCON CCTLR has not put specific ACCTLR responsibilities in writing. (ATC 362)

Off-checklist problems:

(98-BLK-OCP-001) Various aircraft parking apron restrictions and procedures are not included in the Wing OI or LOP. (AFIs 13-203 and 213)

Section IV--General Information

Air Traffic System Environment

Blank AFB is the home of the 999th Fighter Wing. There are 42 F-15Cs and 26 F-15Es assigned. Blank AFB AOF facilities include a VFR control tower, a Radar Approach Control (RAPCON), airfield management/base operations facility, and all associated landing systems and navigational aids. The Blank AFB air traffic system interfaces with Atlanta Center. Brooke Regional Airport is located within Blank AFB airspace and Blank RAPCON provides approach control services.

Air Traffic System Equipment and Configuration

Visual Flight Rules (VFR) Control Tower

(a) OJ-314 Standard Communications Control System (SCCS) with wraparound tower console

(b) Digital Bright Radar Indicator Tower Equipment (DBRITE)

(c) AN/GSH-57 Recorder

Radar Final Control

(a) AN/FPN-62 Precision Approach Radar (PAR)

(b) Air Traffic Control Training Device (ATCTD)

Navigational Aids

(a) AN/FRN-45 TACAN with RANTEC Antenna

(b) GRN-29 Solid State ILS

Annual Traffic Count

(a) Radar 175,380

(b) Tower 75,890

Projected equipment improvement: Digital Wind Measuring Set (AN/FMQ-13): Digital wind reading equipment which will replace existing GMQ-11/20 wind systems. Estimated Completion Date (ECD): First quarter of fiscal year 1996.

Distribution:

WG/CC..... 1
SPTG/CC (and/or CG/CC)..... 1
OG/CC..... 1
OSS/CC..... 1

Distribution:

CS/CC	1
Numbered Air Forces	1
HQ USAF/XOOR	1
AFFSA/XR/XA/XO	1
FAA region, if applicable	1
AFSC/SEFO	1
HQ AFMC/DOA/DOO	1
HQ AETC AOS/AOF	1
HQ AMC/DOA	1
HQ PACAF/DOYA	1
HQ AFSPC/DOOH	1
HQ ACC/DOR	1
HQ USAFE/DOYF	1
HQ AFRC/DONA	1
HQ AFSOC/DOOF	1
ANG/DOB/XOO	1
(MAJCOM)/SC	1
(MAJCOM)/Weather	1
(MAJCOM)/CE	1

Attachment 3

AIRFIELD OPERATIONS MANAGEMENT CHECKLIST

OPERATIONS

AOM 001. Are only qualified individuals performing duties in AOF staff positions? (AFI 13-203, Chapter 1)

AOM 002. Are only qualified individuals performing duties as Watch Supervisor (WS) and Senior Controller (SC)? (AFI 13-203, para 1.1.8.1.)

AOM 003. Does the AOF/CC actively support the Mishap Prevention and Bird/Wildlife Aircraft Strike Hazard (BASH) Program and Bird Hazard Working Group (BHWG)? (AFI 13-203, para 1.1.1.2.5. and AFI 91-202)

AOM 004. Does the AOF/CC actively support the base Midair Collision Avoidance Program (MACA)? (AFI 13-203, para 1.1.1.2.5.1., 1.1.1.2.5.1.1., 12.4.2., and 12.4.3.)

AOM 005. Has the AOF/CC established a formal pilot/controller liaison program (to include Airfield Management)? (AFI 13-203, para 1.1.1.2.5.1.1.)

AOM 006. Does the AOF/CC ensure wing flight safety is apprised of airfield maintenance and/or major construction projects? (AFI 13-203, para 1.1.1.2.13.)

AOM 007. Has the AOF/CC through coordination with the wing safety office, established procedures for ground handling of aircraft with live armament (guns, missiles, and bombs)? (AFI 13-203, para 1.1.1.2.16., and AFI 91-204)

AOM 008. Does the AOF/CC take appropriate steps to ensure participation of the CAM, Terminal Instrument Procedures Specialist (TERPS), Civil Engineers (CE), and Wing Safety personnel in the annual review of all waivers to airfield and airspace standards? (AFI 13-203, para 1.1.1.2.19.3.)

AOM 009. Has the AOF/CC coordinated airfield support with base flying units and security police to secure aircraft and prevent unauthorized flights? (AFI 13-203, para 1.1.1.2.20.)

AOM 010. Are appropriate flight inspections (i.e., commissioning/restoral/special, etc.) requested? (AFI 13-203, para 1.1.13.2.12., 2.23., 2.26.3., 4.5., 4.6.1., 4.9.2., 4.11., 11.4., 15.2.4. and 15.4.)

AOM 011. Has noninterference of the operation of simultaneous Instrument Landing System (ILS) facilities been validated by flight inspection? (AFI 13-203, para 2.23.1.)

AOM 012. Is the surveillance radar antenna tilt operated at the angle established during the last official commissioning flight check? (AFI 13-203, para 4.13.)

AOM 013. Are Hazardous Air Traffic Reports (HATR), Military Facility Deviations (MFDs), and incidents reported and investigated properly? (AFI 91-202, AFI 91-204, and AFI 13-203, para 1.1.1.2.6.2., 11.2, 11.6., and 11.16.)

AOM 014. Do all controllers meet appropriate physical qualification requirements? (AFI 13-203, para 1.1.1.2.12., and AFI 48-123, Medical Examination and Medical Standards)

AOM 015. Are controllers restricted from performing ATC duties and supervising other controllers until cleared by the local flight surgeon following any medical or dental treatment or after immunizations that could affect duty performance? (AFI 13-203, para 1.7.5.)

AOM 016. Has a specific area been designated for disposal of aircraft external stores, fuel dumping, and jettisoning cargo from in-flight aircraft, and aircraft abandonment, and is this information published in the base Airfield Operations Instruction (AOI)? (AFI 13-213, 1.3.3.2.)

AOM 017. Has the AOF/CC ensured a flightline driver's familiarization program is developed and implemented IAW AFI 13-213? (AFI 13-203, para 1.1.1.2.17., and AFI 13-213, para 4.3.1.)

AOM 018. Has the AOF/CC together with the CAM ensured airfield markings and signs are correct? (AFI 13-203, para 1.1.1.2.18.)

AOM 019. Does the AOF/CC ensure airfield inspections are conducted as prescribed in AFI 13-213? (AFI 13-203, para 1.1.1.2.19., and AFI 13-213, para 2.3.1.)

AOM 020. Is emergency lighting for ATC facilities provided and operational? (AFI 13-203, para 3.8. & 4.20)

AOM 021. Is the Primary Crash Alarm System (PCAS) operational? (AFI 13-203, para 1.1.1.2.15. and 2.16.)

AOM 022. Is the Secondary Crash Net (SCN) installed and operational? (AFI 13-203, para 1.1.1.2.15., and AFI 13-213, para 2.6.)

AOM 023. Are management, watch supervisor, and/or senior controller personnel aware of actions required after an aircraft mishap? (AFI 13-203, para 1.1.1.2.7.2., 11.4., 11.5., 11.6., 11.7. and 11.8.)

AOM 024. Does the AOF/CC ensure airfield operations support is provided to tenant units according to host-tenant agreements? (AFI 13-203, para 1.1.1.2.7.1.)

AOM 025. Are all required actions, to meet mission/MDS change requirements accomplished? (AFI 13-203, para 11.15. and 11.15.1.)

026 through 071 - Are the following items properly addressed in an appropriate LOP and are they maintained in the ATC offices and facilities?

AOM 026. Aircraft external stores, fuel dumping, and jettisoning cargo from in-flight aircraft, and aircraft abandonment. (AFI 13-213, 1.3.3.2.)

AOM 027. Procedures and conditions for activation of the Primary Crash Alarm System (PCAS). (AFI 13-203, para 2.16.)

AOM 028. Operation of the airfield lighting systems when the control tower closes. (AFI 13-203, para 2.18.)

AOM 029. Designation of the movement area. (AFI 13-203, para 3.3., and 10.5.4.)

AOM 030. Recall of personnel from the runway. (AFI 13-203, para 3.3, and 10.5.4.)

AOM 031. Local tower evacuation procedures. (AFI 13-203, para 3.4.)

AOM 032. Precision approach critical areas. (AFI 13-203, para 2.26.)

AOM 033. Hot brake or hot gun procedures. (AFI 13-203, para 10.5.4.)

AOM 034. Operation of aircraft arresting systems. (AFI 13-203, para 5.2.)

AOM 035. Supervisor of flying duties performed in the tower. (AFI 13-203, para 5.3.)

AOM 036. Unlawful seizure of aircraft. (AFI 13-203, para 5.7., and AFI 13-207)

AOM 037. Local weather element reporting requirements. (AFI 13-203, para 1.1.1.2.10., 1.1.1.2.10.1., and AFMAN 15-111)

AOM 038. Procedures for opening and closing ATC facilities that operate less than 24 hours a day, 7 days a week. (AFI 13-203, para 2.1.)

AOM 039. Facility equipment checks. (AFI 13-203, para 2.2.1.)

AOM 040. Emergency warning and evacuation alarm notification procedures. (AFI 13-203, para 2.6., and 2.6.4.)

AOM 041. Alternate communications. (AFI 13-203, para 2.10.)

AOM 042. Radar/tower coordination procedures. (AFI 13-203, para 2.11.)

AOM 043. Multiple approach procedures. (AFI 13-203, para 2.11.5.3.)

AOM 044. Opposite direction traffic. (AFI 13-203, para 2.13.)

AOM 045. Facility notification and response procedures to personnel, emergency, or crash locator beacon signals. (AFI 13-203, para 2.15.1.)

AOM 046. NOTAMs. (AFI 13-203, para 2.19.)

AOM 047. No-NOTAM recurring preventive maintenance of ATCALS schedule. (AFI 13-203, para 2.20., and FLIPs)

AOM 048. Maintenance notification procedures, response times, and restoral priorities by work-center. (AFI 13-203, para 1.6.)

AOM 049. Maintenance/ATC coordination for taking ATCALS off the air. (AFI 13-203, para 2.20.2.)

AOM 050. NAVAID status reporting. (AFI 13-203, para 2.21.2.)

AOM 051. Alternate agency identified to assume monitor duties for NAVAIDS without an internal monitor. (AFI 13-203, para 2.21.4.)

AOM 052. Bypassing interlocks (multiple ILS facilities). (AFI 13-203, para 2.23.2.3.)

AOM 053. Operational status of inactive ILS. (AFI 13-203, para 2.23.4.)

AOM 054. Continuity of ATC services. (AFI 13-203, para 2.25.)

AOM 055. Determination of active runway, if determined by other than control tower personnel. (AFI 13-203, para 3.2.)

AOM 056. Protection of the 360 overhead pattern. (AFI 13-203, para 3.7.)

AOM 057. Air base defense surveillance priorities and procedures. (AFI 13-203, para 4.12.)

AOM 058. Wind velocity exceeds maximum specified in T.O. for ASR antenna. (AFI 13-203, para 4.14.)

AOM 059. MSAW/LAAS procedures. (AFI 13-203, para 4.15. and 4.16.)

AOM 060. Low Altitude Alerting System (LAAS) exemption. (AFI 13-203, para 4.16., and AFI 13-215, chap 6)

AOM 061. Procedures to utilize the PAR when ASR is OTS. (AFI 13-203, para 4.21.)

AOM 062. Military assumes responsibility for separation of aircraft (MARSA). (FAAO 7110.65, para 2-1-11)

AOM 063. Simulated flameout/precautionary approaches. (FAAO 7110.65, para 3-10-13)

AOM 064. Multiple RFC approach requirements. (AFI 13-203, para 4.19.)

AOM 065. Local aircraft priorities. (AFI 13-203, para 5.4.)

AOM 066. Reduced runway separation. (AFI 13-203, para 5.5.)

AOM 067. Local VFR flying areas/routes and VFR traffic patterns. (AFI 13-203, para 1.1.1.2.9.1., para 10.5.4. and Atch 14)

AOM 068. Standard go-around procedures. (AFI 13-203, para 10.5.4.)

AOM 069. In-flight emergency response. (AFI 13-203, para 10.5.4.)

AOM 070. Noise abatement. (AFI 13-203, para 10.5.4.)

AOM 071. Aircraft mishap response/reporting procedures. (AFI 13-203, para 1.1.1.2.6. through 1.1.1.2.6.2., 11.4., and 11.5.)

TRAINING

AOM 072. Does the AOF/CC ensure TRBs are conducted IAW AFI 13-203, para 6.16.?

AOM 073. Do assigned AOF officers maintain proficiency/monitoring requirements in all appropriate positions/facilities? (AFI 13-203, para 1.3.1.1. and 1.3.1.3.)

AOM 074. Are dual certified controllers maintaining proficiency in both facilities? (AFI 13-203, para 6.6.3.2.)

AOM 075. Do AOF officers meet certification/qualification requirements? (AFI 13-203, para 1.1.1.1., and 1.3.)

AOM 076. Does the Chief, Air Traffic Control Automation (CATCA) meet qualification and certification requirements? (AFI 13-203, para 1.1.9.1.) (Applies to locations with automation work-centers only.)

AOM 077. Has the AOF/CC developed dual qualification and certification programs? (AFI 13-203, para 6.6.3.1. and 6.6.3.2.)

AOM 078. Has the AOF/CC or equivalent ensured a comprehensive training program is developed for ATC and AM personnel? (AFI 13-203, para 1.1.1.2.11.)

AOM 079. Has the AOF/CC ensured a program is developed for controllers to receive Weather Familiarization and Cooperative Weather Watch training? (AFI 13-203, para 6.13.)

AOM 080. Does the AOF/CC ensure control tower personnel are certified to take visibility observations at each new location before they are qualified to work unmonitored? (AFI 13-203, para 6.14.)

AOM 081. Has the AOF/CC identified those management knowledge/tasks that are not required for local applications in the master training plan JQS with a pound symbol (#)? (AFJQS 1C1X1-002, ATC Management Cover Page)

AOM 082. Has the AOF/CC ensured a CDP OI is developed which establishes policy and procedures for implementing the CDP and defines the responsibilities of all personnel involved in the program and forwarded to MAJCOM ATC for review prior to publication and implementation? (AFI 13-203, para 6.2. and A11.2.)

AOM 083. Have AOF officers completed AT-M-10, Airfield Management Training, and is training completion documented in AF Form 623? (AFI 13-203, para 1.1.1.1.6.)

QUALITY ASSURANCE

AOM 084. Does the Airfield Operations Board (AOB) meet at least once per quarter? (AFI 13-203, para 12.5.1.)

AOM 085. Are AOB members appointed in the base airfield operations instruction? (AFI 13-203, para 12.5.2.)

AOM 086. Does the AOB review open ATSEP observations/SIIs and make recommendations for closure action? (AFI 13-203, para 12.5.3.9.)

087 through 100 - Does the AOF ensure the following is included in the AOB agenda for each meeting?

AOM 087. Airspace concerns (terminal, en route, and special use airspace). (AFI 13-203, para 12.5.3.1.)

AOM 088. ATC/flying procedures (new, revised, rescinded, and seldom used). (AFI 13-203, para 12.5.3.2.)

AOM 089. Military, FAA, and/or Host Nation concerns. (AFI 13-203, para 12.5.3.3.)

AOM 090. Airfield Operations Flight (AOF, AM, ATC) staffing and proficiency. (AFI 13-203, para 12.5.3.4.)

AOM 091. ATCALS (flight inspection schedule, problems, status, upgrades). (AFI 13-203, para 12.5.3.5.)

AOM 092. Airfield environment. (AFI 13-203, para 12.5.3.6.)

AOM 093. Status of flightline driving program (units visited, number of runway intrusions and runway intrusion trends). (AFI 13-203, para 12.5.3.7.)

AOM 094. Hazardous Air Traffic Reports. (AFI 13-203, para 12.5.3.8.)

AOM 095. Air Traffic System Evaluation Program (current status of all open ATSEP observations/SIIs in AOB meeting minutes). (AFI 13-203, para 12.5.3.9.)

AOM 096. Annual review of applicable base instructions, letters of agreements, operation letters, OPLAN taskings, Host Nation Agreements, terminal instrument procedures, Air Installation Compatible Use Zone (AICUZ) (AFI 32-7063), parking plan, etc. (AFI 13-203, para 12.5.3.10.)

AOM 097. Review of local aircraft priority procedures. (AFI 13-203, para 12.5.3.10.1)

AOM 098. Review NOTAM circuit and AWDS reliability. (AFI 13-203, para 12.5.3.10.2)

AOM 099. Alternate ATC capability procedures (if applicable). (AFI 13-203, para 12.5.3.10.3)

AOM 100. Mid Air Collision Avoidance (MACA) program. (AFI 13-203, para 12.5.3.10.4)

ADMINISTRATION

AOM 101. Are AOB minutes marked FOR OFFICIAL USE ONLY when they include ATSEP observations? (AFI 13-203, para 12.5.3.9. Note)

AOM 102. When controllers are required to provide statements or testimony for aircraft mishap investigations conducted under AFI 91-204/AFI 51-503, are they informed of the availability of legal council? (AFI 13-203, para 11.7.1.)

AOM 103. Are proper procedures followed when preparing transcripts and/or handling ATC recordings? (AFI 13-203, para 11.9.,11.8., 11.10., 11.2., and 11.6.)

AOM 104. Does the AOF/CC ensure that AF Form 651, Hazardous Air Traffic Report (HATR), is available at base operations facilities and in all USAF ATC facilities? (AFI 13-203, para 1.1.1.2.5.2.)

AOM 105. Has the AOF/CC developed and ensured a VFR flying area chart is provided to appropriate ATC agencies and the CAM, to include satellite airfields/airports, and is posted in the Base Operations' flight planning room? (AFI 13-203, para 1.1.1.2.9.2., AFI 13-213, para 3.5.5., and 3.5.6.)

AOM 106. Does the AOF/CC coordinate with the wing safety office for participation in airfield pre-construction conferences/briefings? (AFI 13-203, para 1.1.1.2.13.)

AOM 107. Has the AOF/CC ensured that procedures are established to store transient aircrew classified materials? (AFI 13-203, para 1.1.1.2.21.)

AOM 108. At contracted AM operations, does the AOF/CC ensure a primary and alternate Quality Assurance Evaluator (QAE) are appointed by the unit commander? (AFI 13-203, para 1.1.1.2.25.)

AOM 109. Does the AOF/CC serve as the alternate Functional Area Chief (FAC) for contracted AM operations, ensuring the AM Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP) are developed IAW USAF and MAJCOM directives? (AFI 13-203, para 1.1.1.2.25.)

AOM 110. Are LOPs containing ATC procedures approved by MAJCOM prior to implementation? (AFI 13-203, para 10.5.)

AOM 111. Are current indexes of applicable LOPs maintained in each ATC operations office and facility and forwarded to MAJCOM for review? (AFI 13-203, para 10.6.)

AOM 112. Are all publications from AFI 13-203, Atch 1, available in the AOF office?

AOM 113. Is a base Airfield Operations Instruction developed, coordinated and maintained? (AFI 13-203, para 1.1.1.2.3. and 10.5.4.)

AOM 114. Are written or recorded records about aircraft mishaps, alleged flying deviations, or HATRs retained? (AFI 13-203, para 1.1.1.2.6.2., 11.2.)

AOM 115. Are all facility operating forms retained IAW AFI 37-138? (AFI 13-203, para 11.1., and AFI 37-138)

AOM 116. Are only authorized abbreviations and phrase contractions used for entries on AF Form 3616? (AFI 13-203, para 11.1.3.3.)

AOM 117. Are use of AF Forms 3616 and/or 3626 properly addressed in the appropriate LOP? (AFI 13-203, para 11.1.3.4., through 11.1.4.)

Attachment 4

AIRFIELD MANAGEMENT AND BASE OPERATIONS CHECKLIST

Airfield Management

OPERATIONS

AM 001. Is the CAM (or designated representative) inspecting the airfield daily? (AFI 13-213, para 2.3.)

AM 002. Are personnel performing airfield inspections and checks trained and certified? (AFI 13-213, para 2.3.1.1.)

AM 003. Is a checklist used to accomplish airfield inspections and checks? (AFI 13-213, para 2.3.1.)

AM 004. Is the status of discrepancies/hazards identified during an airfield inspection/check monitored until corrected? (AFI 13-213, para 2.3.1.1.5.)

AM 005**.** Do procedures clearly define when additional airfield checks are conducted? (AFI 13-213, para 2.3.2.1.3)

AM 006. Is an airfield check for FOD/BASH, etc. completed prior to the start of flying activities each day? (AFI 13-213, para 2.3.2.1.3.)

AM 007. Is the airfield inspected for pavement problems, proper signs and markings, including wind cones, lighting systems, and other hazards? (AFI 13-213, para 2.3.1.1.2. through 2.3.1.1.4., and AFM 32-1076)

AM 008. Are aircraft arresting systems visually checked for obvious conditions that could compromise the system's operation (i.e., noticeably loose cable, doughnut spacing, broken rope ties, barrier pad deterioration, etc.)? (AFI 13-213, para 2.3.1.1.6. and AFI 32-1043)

AM 009. Are violations of established airfield and airspace clearance criteria identified, documented and reported to appropriate agencies for correction? (AFI 13-213, para 2.3.1.1.1., AFI 32-1043, para 3, AFJMAN 32-1013, Vol 1 and AFJMAM 32-1013, Vol 2)

AM 010. Are Runway Surface Conditions (RSC) and Runway Condition Readings (RCR) reported as required? (AFI 13-213, para 5.1., 5.2., and TO 33-1-23)

AM 011. When standing water is present on the runway, is it measured and reported to the nearest 1/10 inch? (AFI 13-213, para 5.2., and T.O. 33-1-23)

AM 012. Is the CAM involved in planning and coordinating all activities (construction, exercises, deployments, etc.) affecting the use of the airfield environment and facilities (runways, taxiways, parking aprons, control tower, approach control, Navigational Aids, etc.)? (AFI 13-213, para 1.3.3.9 and 2.4.1 and AFI 32-1026, para 4)

AM 013. Is adequate airfield sweeper support available? (AFI 13-213, para 2.4.4.3.)

014 through 020 - Has the CAM coordinated with CE:

AM 014. To control ice and remove snow from the airfield? (AFI 13-213, para 2.4.4.4.)

AM 015. To establish a runway rubber removal and airfield repainting schedule? (AFI 13-213, para 2.4.4.5.)

AM 016. To remove, top, or otherwise control trees penetrating instrument approach surfaces and clear zones or those posing a hazard to safe airfield operations? (AFI 13-213, para 2.4.4.8.)

AM 017. To ensure signs and markings meet location and design specifications? (AFI 13-213, para 2.4.4.13)

AM 018. To ensure inspections, maintenance, and certification of aircraft arresting systems are accomplished? (AFI 13-213, para 2.4.4.11.)

AM 019. To maintain airfield lighting systems, markings, and signs? (AFI 13-213, para 2.4.4.6.)

AM 020. To implement a letter of procedure between AM and CE for inspection of airfield lighting systems to ensure system reliability and discrepancy reporting to AM? (AFI 13-213, para 2.4.4.12.)

AM 021. Has the CAM coordinated with Wing Safety on the bird/animal habitat control program, i.e., optimum grass height, eliminating standing water, removing vegetation, etc., on the airfield? (AFI 13-213, para 2.4.5.1., AFI 91-202, and AFPAM 91-212)

AM 022. Is the CAM a member of the Bird Hazard Working Group (BHWG)? (AFI 13-213, para 2.2.15.)

AM 023. Has the CAM coordinated with Wing Safety on programs for designating parking, loading, and servicing aircraft with hazardous cargo or live armament handling? (AFI 13-213, para 2.4.5.2. and 2.7.4)

AM 024. Does the CAM coordinate on all waivers (temporary and permanent) that affect the airfield or flying operations? (AFI 13-213, para 2.4.3.)

AM 025. Are airfield and airspace waivers reviewed annually together with CE, Safety, and ATC representatives? (AFI 13-213, para 2.7.3.)

AM 026. Does the CAM maintain a copy of MAJCOM approved airfield waiver packages? (AFI 13-213, para 2.7.3.2.)

AM 027**.** Is a joint inspection (CE, SE, TERPS, and Airfield Management) conducted, with emphasis on "waiver impact," of affected area(s) before and after completion of any major runway/taxiway/apron construction, exercises, change or addition to the flying mission, or changes affecting existing aircraft parking/taxi procedures? (AFI 13-213, para 2.7.3.1)

AM 028. Does the CAM ensure positive control of engineering or contractor personnel working on the airfield? (AFI 13-213, para 2.2.7., and 4.3.5.)

AM 029**.** Does the CAM impose restricted routes to and from contractor job locations as necessary? (AFI 13-213, para 4.3.5)

AM 030. Are contractors/TDY personnel properly trained to operate vehicles on the airfield based on type and location of work? (AFI 13-213, para 4.3.5.)

AM 031. Are airfield restrictions and closures processed IAW AFI 13-213, Chapter 6? (AFI 13-213, Chap 6)

AM 032. Has the CAM developed a local flightline driver's familiarization program and provided it to unit VCO/VCNCOs? (AFI 13-213, para 2.2.10. and 4.3.1.)

AM 033. Are unit VCO/VCNCOs trained and certified to drive on the flightline prior to administering the unit flightline driver's program? (AFI 13-213 para 4.4.1.)

AM 034. Are all airfield management personnel flightline driver certified? (AFI 13-213, para 2.2.12.)

AM 035. Does the CAM review/inspect a different unit's flightline driver's training program each quarter for mandatory compliance items? (AFI 13-213, para 4.3.7.1.)

AM 036. Are POV flightline permits restricted to an absolute minimum and revalidated annually? (AFI 13-213, para 4.3.4.2 and 2.2.10.)

037 through 041 - Does the Flightline Driving Familiarization Program directive contain:

AM 037. An airfield diagram depicting radio controlled movement areas as defined in the base AOI, signs and markings, hold lines, and flightline entry points? (AFI 13-213, para 4.3.2.1.)

AM 038. Flightline operating procedures, training criteria, testing requirements, and color vision examination procedures for distinguishing between red, green, white, yellow, and blue? (AFI 13-213, para 4.3.2.2. through 4.3.2.5.)

AM 039. Enforcement and violation consequences, procedures for issuing, revoking, and reissuing AF Form 483 and procedures for issue of POV passes? (AFI 13-213, para 4.3.2.6. through 4.3.2.8)

AM 040. An outline of minimum briefing requirements for TDY personnel? (AFI 13-213,

para 4.3.2.11.)

AM 041. Procedures for reporting and documenting runway intrusions and other flightline driving violations? (AFI 13-213, para 4.3.2.12.)

AM 042. Does the CAM maintain a record of all runway intrusions, actions taken, and results for the current and previous calendar year? (AFI 13-213, para 4.3.8)

AM 043. Has the CAM provided VCO/VCNCOs information on vehicle/radio procedures for operating in radio controlled movement areas? (AFI 13-213, para 4.3.3.7.)

Base Operations

OPERATIONS

AM 044. Are flight operations only conducted during periods Base Operations is open? (AFI 13-213, para 6.5.1.)

AM 045. Are all aircraft, originating at an USAF installation, filing a flight plan with the Flight Service Section prior to take-off? (AFI 13-213, para 3.4.7.)

AM 046. Do local procedures exist to receive computer flight plans sent to the base communications center for transient aircrews? (AFI 13-213, para 2.4.7.)

AM 047. Does an LOP exist or are procedures published in the base AOI for flight plans not filed in person? (AFI 13-213, para 3.4.7.)

AM 048. Are procedures established to prevent improper release of the names allegedly involved with an aircraft accident/incident? (AFI 13-213, para 2.9.)

AM 049. Are primary and backup procedures established for the operation of the SCN? (AFI 13-213, para 2.6.2.)

AM 050. Is the SCN tested daily? Is the test documented? (AFI 13-213, para 2.6.5.5)

AM 051. Are all stations on the SCN equipped with a noise reduction feature? (AFI 13-213, para 2.6.5.3.)

AM 052. Are all stations on the SCN using dedicated circuits? (AFI 13-213, para 2.6.5.4.)

AM 053. Is the SCN used only to relay information critical to aircraft and airfield operations? (AFI 13-213, para 2.6.5.6.)

AM 054. Are the agencies on the SCN limited to those agencies requiring emergency action/response to aircraft mishaps? (AFI 13-213, para 2.6.5.1.)

AM 055. Are facilities available to temporarily store SECRET/classified material for transient aircrews? (AFI 13-213, para 3.3.4.1.)

AM 056. Are required operating instructions and quick reaction checklists developed and reviewed annually? (AFI 13-213, para 3.3.6.)

AM 057. Do capabilities exist for advising aircrews on local flight and taxi procedures? (AFI 13-213, para 3.3.5.)

AM 058. Are advisories/diagrams developed and located in the flight planning room to ensure transient aircrews are advised of restrictions, hazards, or obstructions as appropriate? (AFI 13-213, para 3.3.5.)

AM 059. Are local flying units, ATC agencies, and other airfield agencies advised when conditions affecting the airfield exist? For example, runway or taxiway closures, repairs or construction, temporary obstructions, wing exercise conditions. (AFI 13-213, para 2.7.1.)

AM 060. Are shifts manned IAW AFI 13-213? (AFI 13-213, para 3.4.)

AM 061. Is a shift change briefing conducted and documented using a locally designed checklist? (AFI 13-213, para 3.4.5.)

AM 062. Are NOTAMs being processed and maintained, and are current NOBULLS available? (AFI 13-213, para 2.2.4., and AFJMAN 11-208)

AM 063. Is the flight planning room located near but separated from the Flight Service Section? (AFI 13213, para 3.5.)

064 through 070 - Does the Flight Service Section possess the following equipment?

AM 064. Telecommunications equipment necessary to process flight data and other air traffic information. (AFI 13-213, para 3.3.1.)

AM 065. A console with suitable direct voice line communications to the control tower, radar approach control, FAA agencies, local rescue units, base flying units, Command Post, Security Police, and Transient Maintenance? (AFI13-213, para3.3.2.)

AM 066. Dual extensions of the Primary Crash Alarm System (PCAS). (AFI 13 -213, para 3.3.2.1.)

AM 067. SCN activation capability, with an additional extension for monitoring and training purposes. (AFI 13-213, para 3.3.2.2.)

AM 068. Single channel UHF and VHF pilot-to-dispatcher radios. (AFI 13-213, para 3.3.2.3.)

AM 069. Radios to communicate with personnel operating on the airfield. (AFI 13-213, para 3.3.2.4.)

AM 070. Auto-start generator to provide backup power for lighting and all Flight Service Section equipment, to include flight planning equipment; crash alarm system; radios; and telephones. (AFI 13-213, para 3.3.3.)

071 through 081 - Does the Flight Planning Room have at least the following?

AM 071. Well lighted tables with suitable plotting and computing equipment. (AFI 13-213, para 3.5.1.)

AM 072. A personal computer with Internet capability available for aircrew use. (AFI 13-213, para 3.5.2.) (This requirement may be waived by MAJCOM)

AM 073. A current large-scale airfield diagram depicting required information. (AFI 13-213, para 3.5.3.)

AM 074. Useable runway distances from appropriate taxiways to runway ends at those airfields where intersection departures are permitted? AFI 13-213, para 3.5.4.)

AM 075. Traffic pattern diagrams showing traffic flow for each landing direction. (AFI 13-213, para 3.5.5.) (This diagram will be developed by the AOF/CC.)

AM 076. Aeronautical charts depicting hazards or other items affecting air navigation in the local area. (AFI 13-213, para 3.5.6.)

AM 077. A chart, map, or professional illustration depicting BASH areas. (AFI 13-213, para 3.5.7.)

AM 078. A chart, provided by the local Terminal Instrument Procedures (TERPS) Specialist, with clearly marked high terrain and obstructions, that penetrate 50:1 obstacle identification surfaces. (AFI 13-213, para 3.5.8. and AFMAN 11-230, para A3.28.)

AM 079. NOTAMs. (AFI 13-213, para 3.5.9., and AFJMAN 11-208)

AM 080. A minimum of one telephone for aircrew use with Defense Switched Network (DSN) and off-base dialing capability. (AFI 13-213,para 3.5.10.)

AM 081. Current publications, charts, and forms. (AFI 13-213,para 3.5.11., and Atch 2)

TRAINING

AM 082. Has a training instruction, establishing policy and procedures for implementation of the training program been developed and published? (AFI 13-213, para 8.3.2.)

AM 083. Does the training instruction describe what, how, who, and when proficiency training is administered and documented (e.g., maintain a training log to track recurring problems and upgrade/qualification training)? (AFI 13-213, para 8.3.2.)

AM 084. Has the CAM appointed a qualified Training Manager? (AFI 13-213, para 8.2.)

AM 085. Does the Training Manager review the training program annually and make corrections as required? (AFI 13-213, para 8.3.20.)

AM 086. Do trainers/task certifiers meet qualification requirements? (AFI 13-213, para 8.3.7.1 and AFI 36-2001)

AM 087. Are trainers/task certifiers appointed in writing by the squadron commander? (AFI 13-213, para 8.3.7., and AFI 36-2201, para 4.9.1.5.)

AM 088. Does the training manager ensure training requirements as outlined in AFI 13-213 and CFETP are documented for all Airfield Management personnel? (AFI 13-213, para 8.3.6.)

AM 089. Are training records maintained on lCOXl personnel in the grades of Airman Basic through Technical Sergeant and SNCOs when retraining? (AFI 13-213, para 8.3.17 and AFI 36-2201, para 4.11.9.1.)

AM 090. Are training records maintained on civilians/contractor personnel and CAMs with less than 3 years as an Airfield Manager? (AFI 13-213, para 8.3.16.)

AM 091. Does the training manager inspect training records documentation quarterly, for accuracy, completeness, and standardization? (AFI 13-213, para 8.3.8.)

092 through 097 - As a minimum are the following items maintained in each training record?

AM 092. AF Form 1098, Special Task Certification and Recurring Training. (AFI 13-213, para 8.5.)

AM 093. AF Form 623a, On-The-Job Training Record-Continuation Sheet. (AFI 13-213, para 8.5.)

AM 094. AF Form 803, Report of Task evaluations. (AFI 36-2201, para 3.11.10.5.)

AM 095. Career Field Education and Training Plan (CFETP). (AFI 13-213, para 8.3.6.)

AM 096. Applicable 1C0X1 AFJQS. (AFI 13-213, para 8.3.6.)

AM 097. AF Form 797. (AFI 13-213, para 8.5.)

AM 098. Are trainer and task certifier course completion dates documented on the inside cover of AF Form 623? (AFI 13-213, para 8.3.7.1.1 and 8.3.7.2.3.)

AM 099. Is special task certification and recurring training documented on an AF Form 1098 for unique/local training requirements? (AFI 13-213, para 8.5.)

AM 100. Does the training manager develop and maintain a current master training record which identifies all local training requirements? (AFI 13-213, para 8.3.3.)

AM 101. Are eligible personnel entered into the appropriate skill-level upgrade and/or position qualification training? (AFI 13-213, para 8.3.12.)

AM 102. Are new 3-level technical school graduates evaluated to determine the adequacy of the Airfield Management Apprentice Course? (AFI 13-213, para 8.3.11, and AFI 36-2201)

AM 103. Are personnel in 7-level upgrade training completing 7-level CDCs prior to attending the 7-level Craftsman Course? (AFI 13-213, para 8.3.15.5, AFI 36-2201, and lCOXl CFETP)

AM 104. Are practical and written tests administered at least quarterly? (AFI 13-213, para 8.3.9.)

QUALITY ASSURANCE

AM 105. Has an annual self-assessment of Airfield Management and Base Operations been conducted using AFI 13-218 checklists and applicable AFFSA/MAJCOM generated Special Interest Items (SIIs)? (AFI 13-213, para 2.10.2.)

AM 106. Are procedures established for soliciting and encouraging customer feedback to determine the quality of airfield facilities, programs, and services? (AFI 13-213, para 2.2.14.)

AM 107. Do the CAM and CBO meet qualification requirements? (AFI 13-213, para 2.1.1 and 3.2.1)

AM 108. Does the CBO review flight plans, traffic logs, NOTAMS, and other supporting flight data for accuracy, completeness, and conformance to established directives? (AFI 13-213, para 3.2.2.5.)

AM 109. Is the shift/events log reviewed and initialed by the CBO and CAM? (AFI 13-213, para 2.10.1 and 3.4.6.2)

AM 110**.** Are BASH responses documented with the following information: Bird Watch Condition (BWC), time of activity, weather conditions, location of activity, species, estimated number of birds/animals, and dispersal method used? (AFI 13-213, para 2.3.3)

AM 111. Does the CAM review each new FLIP edition for accuracy and consistency? (AFI 13-213, para 2.8.2.)

AM 112. Does the CAM compare local base data with like data published in other FLIP products and base publications? (AFI 13-213, para 2.8.2)

AM 113. Does the CAM prepare and coordinate non-procedural FLIP changes with appropriate local agencies prior to submitting changes IAW General Planning? (AFI 13-213, para 2.8.3.)

AM 114. Are airfield operating hours published in FLIP when the hours are less than 24 hours/7 days a week? (AFI 13-213, para 3.1.2.)

AM 115. Are Base Operations operating hours published in a FLIP if they differ from the airfield operating hours? (AFI13-213, para3.1.2.)

AM 116. Are accurate weight bearing restrictions published in FLIP documents? (AFI 13-213, Para 2.4.4.9)

AM 117. Are nonstandard approach lighting systems published in FLIP? (AFI 13-213, para 2.8.7)

AM 118. Is a locally developed airfield lighting chart maintained depicting the number of lights associated with each lighting system according to AFI 13-213, Table 2.1.? (AFI 13-213, para 2.3.1.1.2.)

AM 119. Does the airfield lighting chart depict the number of allowable outages for each airfield lighting system? (AFI 13-213, Table 2.1, and FAAO 6850.5)

ADMINISTRATION

AM 120. Is AM equipped with at least a 4X4 emergency response vehicle(s) for responses to the airfield? (AFI 13-213, para 2.5.1.)

AM 121. Is the airfield management vehicle marked according to T.O. 36-1-3? (AFI 13-213, para 2.5.2. and T.O. 36-1-3)

AM 122. Is the decelerometer calibrated IAW T.O. 33-1-23? (T.O. 33-1-23)

AM 123. Are base and theater operations plans reviewed at least annually? (AFI 13-213, para 7.3.2.1.)

124 through 128 - Does the CAM ensure the following are tracked and reported to the AOB?

AM 124. A review of airfield activities and related problems. (AFI 13-213, para 2.2.5.1.)

AM 125. Number and status of permanent and temporary airfield waivers. (AFI 13-213, para 2.2.5.1.1.)

AM 126. Status of flightline driving program to include units visited, number of runway intrusions, and runway intrusion trends. (AFI 13-213, para 2.2.5.1.2.)

AM 127. Status of deteriorating airfield/runway pavements. (AFI 13-213, para 2.2.5.1.3.)

AM 128. Trend data collected through aircrew questionnaires, BASH, Air Traffic System Evaluation Program (ATSEP) reports, surveys, etc. (AFI 13-213, para 2.2.5.1.4.)

Attachment 5

AIR TRAFFIC CONTROL CHECKLIST

Control Tower

OPERATIONS

ATC 001. Are controllers scheduled to provide proper intervals between shifts and required breaks? (AFI 13-203, para 1.4.)

ATC 002. Does the CCTLR ensure only qualified controllers are performing ATC duties without a trainer/monitor? (AFI 13-203, para 1.5.3.)

ATC 003. Does the CCTLR ensure the air traffic control facility is staffed IAW AFI 13-203 and local OI concerning position operating hours (if a waiver is in place, review for compliance)? (AFI 13-203, para 1.5.)

ATC 004. Are unqualified controllers restricted from controlling emergency aircraft unless being formally evaluated for position certification/facility rating? (AFI 13-203, para 1.5.1.)

ATC 005. Do watch supervisors/senior controllers maintain general awareness of air traffic? (AFI 13-203, para 1.1.8.2.1., and FAAO 7210.3, para 2-4-2, and 2-4-3)

ATC 006. Have facility effective crew change procedures been established and are they adhered to by controllers? (AFI 13-203, para 1.1.4.2.1.3.)

ATC 007. Do facilities without a direct-coded time source acquire time checks from IFR facilities equipped with a coded time source or other authorized source at 8-hour intervals? (AFI 13-203, para 2.3., and FAAO 7210.3, para 2-3-3)

ATC 008. Do controllers know/understand procedures to continue to use NAVAIDS when the RSI is temporarily inoperative or the RSI monitoring facility is unmanned? (AFI 13-203, para 2.21.3.)

ATC 009. Are visual and/or aural warning devices installed and serviceable on weather receiving equipment? (AFI 13-203, para 2.5.)

ATC 010. Is current weather information (e.g., pertinent severe weather warnings, advisories, and pilot reports) displayed so they are easily readable from all controller positions? (AFI 13-203, para 11.11.)

ATC 011. Do controllers familiarize themselves with pertinent weather information (current data and forecasts) prior to coming on duty and stay aware of weather information needed to perform their ATC duties? (FAAO 7110.65, para 2-6-1)

ATC 012. Do controllers correctly issue weather, Runway Visual Range (RVR), and Runway Visibility Value (RVV)? (FAAO 7110.65, chap 2 Sec 6, 7, and 8, para 3-10-1, 4-7-8, and 4-7-13)

ATC 013. Do controllers promptly collect and disseminate PIREP, SIGMET, AIRMET, WST, UUA, and CWA information? (FAAO 7110.65, para 2-6-2 and 2-6-3)

ATC 014. Is appropriate information including applicable NOTAMs, PIREPs, CWAs, SIGMETs, HIWAS, AIRMETs, WSTs, UUAs, and braking action advisories contained on the ATIS? (FAAO 7110.65, para 2-9-3, 3-1-8, and 3-3-5)

ATC 015. Are ATIS code/message changes broadcast on all appropriate frequencies? (FAAO 7110.65, para 2-9-2)

ATC 016. Do controllers initiate or respond to radio communications using proper radio message format? (FAAO 7110.65, para 2-4-8)

ATC 017. Do controllers use proper inter-phone format/sequence for intra/interfacility communications? (FAAO 7110.65, para 2-4-12)

ATC 018. Are strip-marking procedures IAW FAAO 7110.65 and the facility directives (if published)? (FAAO 7110.65, Chap 2, Sec 3, and facility directives)

ATC 019. Is correct phraseology used? (FAAO 7110.65, Chapters 3, 4, 5, 6, and 7)

ATC 020. Are clearances issued in the proper sequence and relayed verbatim? (FAAO 7110.65, Chapter 4, Section 2)

ATC 021. Do controllers issue appropriate traffic advisories? (FAAO 7110.65, para 2-1-21)

ATC 022. When issuing clearances or instructions, do controllers ensure pilot acknowledgment? (FAAO 7110.65, para 2-4-3)

ATC 023. Do controllers ensure pilot read-backs of altitudes, headings, or other instructions are correct; and, if the read-back is incorrect or incomplete, do controllers make/issue corrections as appropriate? (FAAO 7110.65, para 2-4-3)

ATC 024. Does each controller accomplish necessary coordination before allowing an aircraft under his/her control to enter another controller's area of jurisdiction? (FAAO 7110.65, para 2-1-14).

ATC 025. If controllers observe or are informed of any condition that affects the safe use of a landing area, is the information relayed to the appropriate airport manager/military operations office? (FAAO 7110.65, para 3-3-1)

ATC 026. Do controllers confirm information obtained from other than authorized airport or FAA personnel? (FAAO 7110.65, para 3-3-1)

ATC 027. Do controllers issue/relay only factual information as reported by the airport manager, military operations office, or pilots concerning the condition of the runway surface, accumulation of precipitation, braking action, PIREPs, etc.? (FAAO 7110.65, para 3-3-1 and 3-3-4)

ATC 028. Are conditions on or near the movement area described in a timely and easily understood manner? (FAAO 7110.65, para 3-3-1, 3-3-3, and 3-1-6)

ATC 029. Are pilots advised of reported abnormal operation of approach and landing aids as well as destination airport conditions/approach information that might restrict approach or landing? NOTE: Information contained on ATIS may be omitted. (FAAO 7110.65, para 2-9-2d and 4-7-11)

ATC 030. Do controllers relay pertinent NOTAMs to inbound aircraft, terminal/en route ATC facilities, and other agencies, as appropriate? (FAAO 7110.65, para 2-9-2d and 4-7-11)

ATC 031. Does a controller not actively controlling airborne traffic operate the clearance delivery function? (AFI 13-203, para 2.14.)

ATC 032. Do controllers determine the position of aircraft before issuing taxi instructions/takeoff clearance? (FAAO 7110.65, para 3-1-7)

ATC 033. Do controllers properly abbreviate general aviation aircraft identification after initial communication? (FAAO 7110.65, para 2-4-9)

ATC 034. Is the phraseology for taxi instructions clear and precise to avoid conditional instructions? (FAAO 7110.65, para 3-7-1 and 3-7-2)

ATC 035. Are "hold-short of runway" or "hold in position" instructions issued/acknowledgment received and is traffic information included when necessary? (FAAO 7110.65, para 3-7-2, 3-7-4, and 3-9-4)

ATC 036. Do controllers request a read-back of runway hold-short instructions, if not acknowledged by the pilot or vehicle operator? (FAAO 7110.65, para 3-7-2)

ATC 037. Do controllers avoid taxi instructions that require heavy jets to use greater than normal taxiing power and/or that require small aircraft or helicopters to taxi in close proximity to taxiing or hover-taxi helicopters? (FAAO 7110.65, para 3-7-3)

ATC 038. Are procedures concerning air taxi, active helipad, and helicopter operations properly applied? (FAAO 7110.65, Chap 3, Sec 11)

ATC 039. Does the local controller, with the assistance of the ground controller, visually scan runways to the maximum extent possible? (FAAO 7110.65, para 3-1-12)

ATC 040. Are controllers authorizing pilots to taxi into position and hold at an intersection between sun-set and sunrise or at anytime when the intersection is not visible from the tower? (FAAO 7110.65, para 3-9-4e)

ATC 041. Are all appropriate actions taken to ensure precision approach critical areas are protected when instrument hold procedures are in effect (weather conditions below CIG 800', VIS 2 miles)? (FAAO 7110.65, para 3-7-5 and AFI 13-203, para 2.26)

ATC 042. Are separation standards applied with IAW FAAO 7110.65 and facility directives? (FAAO 7110.65, para 3-9-6, 3-9-7, 3-9-8, 3-9-9, 3-10-3, and 3-10-4)

ATC 043. Are runway selections made IAW FAAO 7110.65 and local directives? (FAAO 7110.65, para 3-5-1, and AFI 13-203, para 3.2.)

ATC 044. Is the DBRITE used IAW FAAO 7110.65 and facility directives? (FAAO 7110.65, para 3-1-9, and facility directives)

ATC 045. Is coordination between local and ground control IAW FAAO 7110.65? (FAAO 7110.65, para 3-1-3 and 3-1-4)

ATC 046. If required, is the emergency warning and evacuation alarm operated to provide for both an A and B side? (AFI 13-203, para 2.6.2. and 2.6.3.)

047 through 053 - Are the following items maintained in the control tower?

ATC 047. Crash grid maps. (AFI 13-203, para 11.3.1)

ATC 048. Visibility checkpoint chart(s) (day and night). (AFI 13-203, para 11.3.1.)

ATC 049. Current sunrise and sunset tables. (AFI 13-203, para 11.3.1.)

ATC 050. Photographs of the Bright Radar Indicator Tower Equipment (BRITE) or Digital BRITE (DBRITE) adjusted to optimum presentation with correct video map alignment (not required when the BRITE or DBRITE operates off a digitally remoted narrow band system). (AFI 13-203, para 11.3.1.)

ATC 051. Intersection takeoff diagram (at locations which authorize intersection takeoffs). (AFI 13-203, para 11.3.1.)

ATC 052. Airfield lighting control operating instructions readily available to controllers, i.e., in RRF or attached to control panel? (AFI 13-203, para 11.3.1.)

ATC 053. Are all appropriate publications, LOAs, LOPs, facility OIs and Flight Information Publications (FLIP) available in the facility and current? (AFI 13-203, para 10.5., 11.3.and IC 98-1, Atch 16)

ATC 054. Is there a display of appropriate area of control, depicting the location (bearing and distance) and frequency of each NAVAID, (non-approach control towers and RFC facilities are exempt from displaying their area of control)? (AFI 13-203, para 11.3.)

ATC 055. Is a CCTLR's recent information file developed and readily available? (AFI 13-203, para 11.3.)

ATC 056. Are current/accurate ready reference files immediately available and tailored to each operating position? (AFI 13-203, para 11.3.)

ATC 057. Has the CCTLR established procedures for position consolidation and are the procedures adhered to by controllers? (AFI 13-203, para 1.8., 1.8.1.)

ATC 058. Has the CCTLR established facility equipment check requirements and do controllers adhere to that requirement? (AFI 13-203, para 2.2.1)

ATC 059. Is an airport diagram available which depicts, as a minimum, runways, ramps, barrier or arresting gear, blind spots, overrun information, precision approach critical areas, etc. (AFI 13-203, para 11.3.1.)

ATC 060. Does each control tower light gun have a card indicating color code and meanings contained in FAAO 7110.65? (AFI 13-203, para 3.1.)

ATC 061. Are light gun signal operational checks accomplished with aircraft and vehicles, when practical? (AFI 13-203, para 3.1.1.)

ATC 062. Do control tower land mobile radios (LMRs) terminate in the tower console, and do they have selective call (electronic, mechanical or procedural) features installed? (AFI 13-203, para 2.17.)

ATC 063. Are controllers using the lower of the two prevailing visibility observations (tower or surface) to determine aircraft operations? (FAAO 7110.65, para 2-6-6)

064 through 077 – Are the following items performed IAW FAAO 711O.65 and/or established LOPs:

ATC 064. Radar/tower coordination procedures. (AFI 13-203, para 2.11.)

ATC 065. Coordinated use of airspace. (FAAO 7110.65, para 2-1-14)

ATC 066. Multiple approach procedures. (AFI 13-203, para 2.11.5.3.)

ATC 067. IFR opposite direction traffic procedures. (AFI 13-203, para 2.13.)

ATC 068. Operational status of inactive ILS procedures (if applicable). (AFI 13-203, para 2.23.4.)

ATC 069. Protection of the 360-degree overhead pattern procedures. (AFI 13-203, para 3.7.)

ATC 070. Military assumes responsibility for separation of aircraft (MARSA) (if applicable). (FAAO 7110.65, para 2-1-11)

ATC 071. Simulated flameout/precautionary approaches. (FAAO 7110.65, para 3-10-13)

ATC 072. Application of local aircraft priorities. (AFI 13-203, para 5.4.)

ATC 073. Reduced runway separation procedures. (AFI 13-203, para 5.5.)

ATC 074. Traffic patterns/local flying area. (AFI 13-203, para 10.5.4.)

ATC 075. Standard go-around procedures. (AFI 13-203, para 10.5.4.)

ATC 076. In-flight emergency response procedures. (AFI 13-203, para 10.5.4.)

ATC 077. Do watch supervisors/senior controllers ensure that maintenance personnel do not perform work that disrupts or affects the signal of a NAVAID unless the facility is removed from service and the identification feature is turned off? (AFI 13-203, para 2.20.3.)

Radar

OPERATIONS

ATC 078. Are controllers scheduled to provide proper intervals between shifts and required breaks? (AFI 13-203, para 1.4.)

ATC 079. Are visual and/or aural warning devices serviceable on weather receiving equipment? (AFI 13-203, para 2.5.)

ATC 080. Does the CCTLR ensure a comprehensive radar simulator program is developed, administered, and maintained? (AFI 13-203, para 6.7.1.)

ATC 081. Is the range azimuth beacon monitor continuously displayed when secondary radar is in use and primary radar is out of service? (AFI 13-203, para 4.4.)

ATC 082. Are controllers applying appropriate standards for accepting and performing radar performance checks? (AFI 13-203, para 4.11. and FAAO 7110.665, Chapter 5, Section 1)

ATC 083. Does the CCTLR ensure only qualified controllers are performing ATC duties without a trainer/monitor? (AFI 13-203, para 1.5.3.)

ATC 084. Does the CCTLR ensure the air traffic control facility is staffed IAW AFI 13-203 and local OI concerning position operating hours (if waiver is in place, review for compliance)? (AFI 13-203, para 1.5.)

ATC 085. Are unqualified controllers restricted from controlling emergency aircraft unless being formally evaluated for position certification/facility rating? (AFI 13-203, para 1.5.1.)

ATC 086. Do watch supervisors maintain general awareness of air traffic? (AFI 13-203, para 1.1.8.2.1., and FAAO 7210.3, para 2-4-2, and 2-4-3)

ATC 087. Do facilities without a direct-coded time source acquire time checks from IFR facilities equipped with a coded time source or other authorized source at 8-hour intervals? (FAAO 7210.3, para 2-3-3, and AFI 13-203, para 2.3.)

ATC 088. Do controllers know/understand procedures to continue to use NAVAIDS when the RSI is temporarily inoperative or the RSI monitoring facility is unmanned? (AFI 13-203, para 2.21.3.)

ATC 089. Is current weather information (e.g., pertinent severe weather warnings, advisories, and pilot reports) displayed so they are easily readable from all controller positions? (AFI 13-203, para 11.11.)

ATC 090. Do controllers familiarize themselves with pertinent weather information (current data and forecasts) prior to coming on duty and stay aware of weather information needed to perform their ATC duties? (FAAO 7110.65, para 2-6-1)

ATC 091. Do controllers correctly issue weather, runway visual range (RVR), and runway visibility value (RVV)? (FAAO 7110.65, Chap 2, Sec 6, 7, and 8, 4-7-8 and 4-7-13)

ATC 092. Do controllers promptly collect and disseminate PIREP, SIGMET, AIRMET, WST, UUA, and CWA information? (FAAO 7110.65, para 2-6-2 and 2-6-3)

ATC 093. Is appropriate information including applicable NOTAMs, PIREPs, CWAs, SIGMETs, HIWAS, AIRMETs, WSTs, UUAs, and braking action advisories contained on the ATIS? (FAAO 7110.65, para 2-9-3, 3-1-8, and 3-3-5)

ATC 094. Are ATIS code/message changes broadcast on all appropriate frequencies? (FAAO 7110.65, para 2-9-2)

ATC 095. Do controllers initiate or respond to radio communications using proper radio message format? (FAAO 7110.65, para 2-4-8)

ATC 096. Do controllers use proper inter-phone format/sequence for intra/interfacility communications? (FAAO 7110.65, para 2-4-12)

ATC 097. Are strip marking procedures IAW FAAO 7110.65 and the facility directives (if published)? (FAAO 7110.65, Chap 2, Sec 3, and facility directives)

ATC 098. Is correct phraseology used? (FAAO 7110.65, Chapters 4, 5, 6, and 7)

ATC 099. Are clearances issued in the proper sequence and relayed verbatim? (FAAO 7110.65, Chap 4 Sec 2, para 4-3-2, 4-3-3, and 4-3-4)

ATC 100. Do controllers issue appropriate traffic advisories? (FAAO 7110.65, Chap 2, para 2-1-21)

ATC 101. When issuing clearances or instructions, do controllers ensure pilot acknowledgment? (FAAO 7110.65, para 2-4-3)

ATC 102. Do controllers ensure pilot read-backs of altitude, heading, or other instructions are correct; and, if the read-back is incorrect or incomplete, do controllers make/issue corrections as appropriate? (FAAO 7110.65, para 2-4-3)

ATC 103. Do controllers properly abbreviate general aviation aircraft identification after initial communication? (FAAO 7110.65, para 2-4-9)

ATC 104. Does each controller accomplish necessary coordination before allowing an aircraft under his/her control to enter another controllers area of jurisdiction? (FAAO 7110.65, para 2-1-14).

ATC 105. Do controllers confirm information obtained from other than authorized airport or FAA personnel? (FAAO 7110.65, para 3-3-1)

ATC 106. Do controllers issue/relay only factual information as reported by the airport manager, military operations office, or pilots concerning the condition of the runway surface, accumulation of precipitation, braking action, PIREPs, etc.? (FAAO 7110.65, para 3-3-1 and 3-3-4)

ATC 107. Are conditions on or near the movement area described in a timely and easily understood manner? (FAAO 7110.65, para 3-3-1, 3-3-3, and 3-1-6)

ATC 108. Are pilots advised of reported abnormal operation of approach and landing aids as well as destination airport conditions/approach information that might restrict approach or landing? NOTE: Information contained on ATIS may be omitted. (FAAO 7110.65, para 4-7-13)

ATC 109. Do controllers relay pertinent NOTAMs to inbound aircraft, terminal/en route ATC facilities, and other agencies, as appropriate? (FAAO 7110.65, para 3-3-1 and 3-3-4)

ATC 110. Does a controller not actively controlling airborne traffic operate the clearance delivery position? (AFI 13-203, para 2.14.)

ATC 111. Are unqualified controllers, who have never held a GCA or RFC certification, restricted from monitoring instrument approaches or performing as a final controller when the ceiling is less than 1,000 feet or visibility is less than 3 miles, unless formally being evaluated for position certification/facility rating? (AFI 13-203, para 1.5.2.)

ATC 112. Is required PAR alignment data available to controllers? (AFI 13-203, para 11.1.6.)

113 through 139 - Are the following items performed IAW FAAO 711O.65 and/or established LOPs:

ATC 113. Point-out procedures. (FAAO 7110.65, para 5-4-2 through 5-4-3, and 5-4-7)

ATC 114. Merging target procedures. (FAAO 7110.65, para 5-1-8)

ATC 115. Non-radar procedures. (FAAO 7110.65, Chap 6)

ATC 116. Controlled airspace application. (FAAO 7110.65, Chap 7, Sec 8 and 9)

ATC 117. Visual separation. (FAAO 7110.65, Chap 7, Sec 2)

ATC 118. Handling departures from satellite airports within or adjacent to Class C airspace. (FAAO 7110.65, para 7-8-7)

ATC 119. Radar identification methods. (FAAO 7110.65, para 5-3-1 through 5-3-7)

ATC 120. Radar service termination. (FAAO 7110.65, para 5-1-13)

ATC 121. Vectoring application. (FAAO 7110.65, para 5-6-1)

ATC 122. Vectoring methods. (FAAO 7110.65, para 5-6-2)

ATC 123. Vectors below minimum altitude. (FAAO 7110.65, para 5-6-3)

ATC 124. Vectoring to final approach course. (FAAO 7110.65, para 5-9-1 through 5-9-3)

ATC 125. Vectors for visual approach. (FAAO 7110.65, para 7-4-2)

ATC 126. Visual approaches. (FAAO 7110.65, para 7-4-1, 7-4-3, and 7-4-4)

ATC 127. Speed adjustment. (FAAO 7110.65, Chap 5, Sec 7)

ATC 128. Arrival instructions. (FAAO 7110.65, para 5-9-4)

ATC 129. Handoff methods. (FAAO 7110.65, para 5-4-1 through 5-4-6)

ATC 130. Radar separation. (FAAO 7110.65, Sec 5)

ATC 131. Coordinated use of airspace. (FAAO 7110.65, para 2-1-14)

ATC 132. Wake turbulence procedures. (FAAO 7110.65, para 2-1-19, 5-5-3d, 5-5-3e, 5-5-3f, 5-5-7 Note)

ATC 133. Issuing cautionary wake turbulence advisories. (FAAO 7110.65, para 2-1-20, 6-1-4, and 6-1-5)

ATC 134. Beacon code assignments (Discrete, Non-discrete, & VFR). (FAAO 7110.65, paras 5-2-2, 5-2-3, 5-2-6, & 5-2-10)

ATC 135. Radar/tower coordination procedures. (AFI 13-203, para 2.11.)

ATC 136. Multiple approach procedures (if applicable). (AFI 13-203, para 2.11.5.3.)

ATC 137. IFR opposite direction traffic procedures. (AFI 13-203, para 2.13.)

ATC 138. Operational status of inactive ILS procedures. (AFI 13-203, para 2.23.4.)

ATC 139. Protection of the 360 degree overhead pattern procedures. (AFI 13-203, para 3.7.)

ATC 140. Where a diverse vector area has been established, procedures for vectoring IFR departures below the MVA/MIA. (AFI 13-203, para 4.17. through 4.17.1.2.3.)

ATC 141. Procedures to utilize the PAR when ASR is OTS. (AFI 13-203, para 4.21.)

ATC 142. Military assumes responsibility for separation of aircraft (MARSA). (FAAO 7110.65, para 2-1-11)

ATC 143. Simulated flameout/precautionary approach procedures. (FAAO 7110.65, para 3-10-13)

ATC 144. Separation for practice instrument approaches. (FAAO 7210.3, para 8-4-4 and FAAO 7110.65, para 4-8-11)

ATC 145. Multiple RFC approach requirements. (AFI 13-203, para 4.19.)

ATC 146. Application of local aircraft priorities. (AFI 13-203, para 5.4.)

ATC 147. Traffic patterns/local flying area. (AFI 13-203, para 10.5.4.)

ATC 148. Standard go-around procedures. (AFI 13-203, para 10.5.4.)

ATC 149. In-flight emergency response procedures. (AFI 13-203, para 10.5.4.)

ATC 150. Do radar controllers check alignment accuracy and display acceptability during position relief or as soon as possible after assuming a control position? (FAAO 7110.65, para 5-1-1 and 5-1-2)

ATC 151. Are all appropriate publications, LOAs, LOPs, facility OIs and Flight Information Publications (FLIP) available in the facility and current? (AFI 13-203, para 10.5., 11.3. and IC 98-1, Atch 16)

ATC 152. Is there a display of appropriate area of control, depicting the location (bearing and distance) and frequency of each NAVAID (RFC facilities are exempt from displaying their area of control)? (AFI 13-203, para 11.3.)

ATC 153. Is a CCTLR's recent information file developed and readily available? (AFI 13-203, para 11.3.)

ATC 154. Are current/accurate ready reference files immediately available and tailored to each operating position? (AFI 13-203, para 11.3.)

ATC 155. Has the CCTLR established procedures for position consolidation and are the procedures adhered to by controllers? (AFI 13-203, para 1.8., 1.8.1.)

ATC 156. Have effective facility crew change procedures been established and are they adhered to by controllers? (AFI 13-203, para 1.1.4.2.1.3.)

ATC 157. Has the CCTLR identified procedures for using the TPX-49A and are they adhered to by facility controllers? (AFI 13-203, para 4.4.)

ATC 158. Has the CCTLR determined the validity of temporary bracketing reflectors and established procedures for their use? (AFI 13-203, para 4.5.1.)

ATC 159. Have radar limitations and usage of scan mode only procedures been developed by the CCTLR and do controllers adhere to that policy. (AFI 13-203, para 4.6.1.)

ATC 160. Has the CCTLR established procedures for the simultaneous monitoring of approaches; if so, do controllers adhere to said procedures? (AFI 13-203, para 4.9.3.)

ATC 161. Has the CCTLR established facility equipment check requirements and do controllers adhere to that requirement? (AFI 13-203, para 2.2.1.)

ATC 162. Does the radar facility maintain a runway diagram for each airport served which includes the length, width, barrier or arresting gear and overrun information? (AFI 13-203, para 11.3.1.)

ATC 163. If PAR cannot be used to monitor ILS or MLS approaches, has a caution been published in the remarks section of the applicable approach chart in the appropriate FLIP? (AFI 13-203, para 4.9.1.)

ATC 164. Is a drawing or table depicting lateral safety limits available at each PAR position? (AFI 13-203, para 4.7.3.)

ATC 165. Are controllers familiar with radar commissioning flight inspection and minimum performance data and is this data readily available to controllers? (AFI 13-203, para 4.11.)

ATC 166. Does the radar facility have, as a minimum a dual video mapper, adequate map overlay, or computer generated display? (AFI 13-203, para 4.2.)

ATC 167. When controllers are vectoring aircraft below the MVA, i.e., missed approaches and departures, has the facility CCTLR ensured a diverse vector area has been developed? (AFI 13-203, para 4.17)

ATC 168. Is a Minimum Vectoring Altitude (MVA) chart covering the range of the primary radar system or area of facility responsibility, whichever is greater (not applicable to RFC facilities), readily available to controllers? (AFI 13-203, para 11.3.2.)

ATC 169. Are photographs of radar scopes, adjusted to the optimum presentation, showing the position of radar reflectors, permanent echoes, and video map/cursor alignment readily available to controllers? (AFI 13-203, para 11.3.2.)

ATC 170. Is a minimum IFR altitude chart (not required for GCA or RFC facilities) readily available to controllers? (AFI 13-203, para 11.3.2.)

ATC 171. Are recommended altitudes for surveillance approaches readily available to controllers? (AFI 13-203, para 11.3.2.)

ATC 172. Is the PAR decision height properly displayed? (AFI 13-203, para 4.8.)

ATC 173. Is an adequate reference (video map with permanent echoes or alignment reflectors) to the runway centerline for surveillance approaches depicted? (AFI 13-203, para 4.10.)

ATC 174. Have radar returns that have been determined by CCTLRs to be used as temporary replacements for bracket reflectors been flight inspected? (AFI 13-203, para 4.5.1.)

ATC 175. Has the commissioning/periodic flight inspection identified equipment limitations of equipment usage in the event the tracking system of the AN/GPN-22 fails? (AFI 13-203, para 4.6.1.)

ATC 176. Is the unit providing ESL forecasts to their MAJCOM based on PCS, TDY, DNIC, etc.? (AFI 13-203, IC 98-1, para 1.5.8.1.1.)

ATC 177. Are chief controllers scheduling dual-certified personnel from other facilities, the facility chief controller, and all other personnel in FAC 13E100 (except the AOF/CC) who hold certifications, to work in the opposite facility? (AFI 13-203, IC 98-1, para 1.5.8.4.)

178 – 181 - The following checklist items apply to CENRAP locations:

ATC 178. During CENRAP operations, are the controllers using five miles radar separation?

(AFI 13-203, IC 98-1, paras 4.23.4.2.2.1., 4.23.4.6., 4.23.4.7., 4.23.4.8., and 4.23.9.)

ATC 179. During CENRAP-Plus or CERAP operations, are the controllers using Mode C altitude readout for vertical separation purposes? (AFI 13-203, IC 98-1, paras 4.23.4.1.and 4.23.4.2.1.)

ATC 180. Are CENRAP procedures used once a month for proficiency? (AFI 13-203, IC 98-1, para 4.23.8.2.1.3.)

ATC 181. Does the unit have a LOA with the host ARTCC? (AFI 13-203, IC 98-1, para 4.23.8.3.)

182 through 184 - Does an operating instruction for CENRAP operations contain:

ATC 182. The operational steps required to transition to and from CENRAP/CENRAP-Plus operations? (AFI 13-203, IC 98-1, para 4.23.8.1.1.)

ATC 183. The minimum altitude(s) that targets can be tracked with CENRAP or CENRAP-Plus in the terminal airspace? (AFI 13-203, IC 98-1, para 4.23.1.2.)

ATC 184. The level of VFR services to be provided and the procedures to follow for these services? (AFI 13-203, IC 98-1, para 4.23.8.1.3.)

TRAINING

ATC 185. Has the CCTLR ensured the CDP is implemented according to the CDP OI? (AFI 13-203, para 1.1.4.2.4.2., and para 6.2 and Section A)

ATC 186. Are facility managers ensuring Weather Familiarization and Cooperative Weather Watch Training is accomplished before controllers receive a position certification and working unmonitored? (AFI 13-203, para 6.13.)

ATC 187. Do trainers, task certifiers, and monitors meet qualification requirements? (AFI 13-203, Atch 1, Terms).

ATC 188. Does the CATCT manage the training review board? (AFI 13-203, para 1.1.5.2.9.)

ATC 189. Are supervisors ensuring apprentice controllers do not begin upgrade training earlier than 3 months after their arrival at the first duty station? (AFI 13-203, para 6.4.)

ATC 190. Are Air Force Task Certification Guides (TCG) utilized for 7-level upgrade (AT-M-03 Management Craftsman TCG), (AT-M-04 Management TSN/CSE/CATCT TCG), and (AT-M-05 Management CCTLR TCG) training requirements? (AFI 13-203, para 6.3.3.)

ATC 191. As a minimum, are local Task Certification Guides (TCG) developed/utilized for watch supervisor, task certifier, trainer, and ATCTD administrator training requirements? (AFI 13-203, para 6.3.3.1.)

ATC 192. Have chief controllers identified those operator knowledge/tasks that are not required for local applications in the master training plan JQS with a pound symbol (#)? (AFJQS 1C1X1-001, Operator Cover Page)

ATC 193. Are CCTLR training extensions documented on AF Form 623a and maintained in the trainees AF Form 623 until facility rating requirements are met? (AFI 13-203, para 6.3.1.3.)

ATC 194. Do CCTLRs identify/document when a controller is “Experiencing Difficulty in Training (EDIT)"? (AFI 13-203, para 6.18. Note)

ATC 195. Do CCTLRs specify corrective actions in training evaluations for trainees identified as not progressing satisfactorily, or in EDIT status? (AFI 13-203, para 6.18. Note)

ATC 196. Do CCTLRs identify/document when a controller is no longer in EDIT status? (AFI 13-203, para 6.18. Note)

ATC 197. Are controllers upgraded to AFSC 1C151 only after completing the requirements of AFI 13-203, AFI 36-2201, CFETP 1C1X1, and position certifications/facility rating? (AFI 13-203, para 6.5.1. through 6.5.1.2., and AFI 36-2201, 3.2.2.)

ATC 198. Are controllers upgraded to AFSC 1C171 only after completing the requirements of AFI 13-203, AFI 36-2201, ATC Craftsman portion of AFJQS-002, AT-M-03 Management Craftsman TCG, and the resident Craftsman course? (AFI 13-203, para 6.5.2., and AFI 36-2201, 3.2.3.)

ATC 199. Does the CATCT incorporate applicable Air Traffic Control Training Series (ATCTS), computer-based or paper products, into the CDP and ensure availability to all facilities? (AFI 13-203, para 6.9.)

ATC 200. Does the CATCT develop and publish monthly proficiency training requirements, to include required recurring and review training areas? (AFI 13-203, para 6.11.)

ATC 201. Do controllers that are certified in a radar control position (excluding RFC), complete at least one non-radar control problem per month? (AFI 13-203, para 6.12.9.)

ATC 202. Do non-radar problems progress from basic to complex, radar to non-radar back to radar, based on normal facility operations? (AFI 13-203, para 6.8.2.)

ATC 203. Are non-radar problems consistent with control responsibilities established in LOAs which define radar out procedures? (AFI 13-203, para 6.8.3.)

ATC 204. Are non-radar scenarios incorporated into applicable certification guides? (AFI 13-203, para 6.8.)

205 through 215 - are used to evaluate the Air Traffic Control Training Device (ATCTD) program (radar only).

ATC 205. Has the CCTLR ensured all controllers are trained on the proper use of the ATCTD system? (AFI 13-203, para 6.7.1.)

ATC 206. Is the ATCTD being used as a word processing device, or for any purpose other than training air traffic controllers? (AFI 13-203, para 6.7.)

ATC 207. Has a printout of the basic ATCTD keyboard commands, been developed for each ATCTD? (AFI 13-203, para 6.7.5.6.)

ATC 208. Is a copy of the most current ATCTD manual readily available? (AFI 13-203, para 6.7.5.7.)

ATC 209. Are simulator scenarios developed that provide training in basic fundamentals? (AFI 13-203, para 6.7.5.1.)

ATC 210. Are a sufficient number of realistic scenarios developed that meet or exceed normal traffic levels and complexity? (AFI 13-203, para 6.7.5.3.)

ATC 211. Are scenarios developed to measure specific standards during initial evaluations? (AFI 13-203, para 6.7.5.4.)

ATC 212. Is the ATCTD or suitable substitute (i.e., Enhanced Target Generator [ETG]) used to conduct non-radar training? (AFI 13-203, para 6.8.5.)

ATC 213. Has ATCTD or suitable substitute (i.e., Enhanced Target Generator [ETG]) usage and outages been addressed during the training review board? (AFI 13-203, para 6.16.1.)

ATC 214. Have Radar CCTLRs approved exceptions for trainees to work live traffic, prior to completing a radar simulator training program and ensured documentation is complete on the appropriate training form? (AFI 13-203, para 6.7.2.)

ATC 215. Has the CATCT, with the system administrator's support, incorporated simulator scenarios into the appropriate position certification guide? (AFI 13-203, para 6.7.5. and 6.7.5.2.)

216 through 224 – As a minimum, are the following areas addressed in each training evaluation? (AFI 13-203, para 6.18)

ATC 216. Name, inclusive dates of evaluation, position, block of training, and block time limit.

ATC 217. Time spent in each category of training (live, simulator, non-positional) and total time spent training in current block. (Applicable to position certification training only).

ATC 218. Results of previous evaluation's corrective action.

ATC 219. Specific tasks covered.

ATC 220. Status of trainee development. Assess the trainees progress, or lack of progress, toward the block objectives. Include deficient areas within the block of training.

ATC 221. Identify the cause(s) of unsatisfactory progress, if applicable. Be as specific as possible and do not restate the deficient areas only.

ATC 222. Identify specific action(s) to correct deficient areas or unsatisfactory progress (if applicable).

ATC 223. Other comments; e.g., interruptions to training, date identified as "Experiencing Difficulty In Training" (EDIT).

ATC 224. Trainee comments.

225 through 251 – are the following items addressed in the CDP OI?

ATC 225. Training team responsibilities. (AFI 13-203, para 6.2., and A11.2.)

ATC 226. Upgrade training. (AFI 13-203, para 6.2., and Atch A11.3.)

ATC 227. Qualification training. (AFI 13-203, para 6.2., Atch A11.6., and Atch A1 Terms)

ATC 228. Management and Specialized training. (AFI 13-203, Atch A11.6.1.)

ATC 229. Facility rating/position certification training. (AFI 13-203, Atch A11.6.2.)

ATC 230. Recurring training. (AFI 13-203, para 6.2., Atch A11.4., and Atch A1 Terms)

ATC 231. Review training. (AFI 13-203, para 6.2., Atch A11.5., and Atch A1 Terms)

ATC 232. Proficiency training and testing. (AFI 13-203, para 6.2., para 6.11., and Atch A11.7.)

ATC 233. Dual qualification/certification programs. (AFI 13-203, para 6.2., and Atch A11.8.)

ATC 234. Newcomers indoctrination. (AFI 13-203, para 6.2., and Atch A11.9.)

ATC 235. 3-level task evaluation procedures. (AFI 13-203, para 6.2., and Atch A11.10.)

ATC 236. Training Review Board (TRB) procedures. (AFI 13-203, para 6.2., para 6.16., and Atch A11.11.)

ATC 237. Documentation procedures. (AFI 13-203, para 6.2., and Atch A11.12.)

ATC 238. Review of training records. (AFI 13-203, para 6.17.3.)

ATC 239. Weather training procedures. (AFI 13-203, para 6.2., and Atch A11.13.)

ATC 240. Simulator radar training programs. (AFI 13-203, para 6.2., para 6.7.5., and Atch A11.6.2.4.)

ATC 241. Non-radar simulator training programs? (AFI 13-203, para 6.2., para 6.7.5., and Atch A11.6.2.4.)

ATC 242. Combat skills familiarization training. (AFI 13-203, para 6.2., and Atch A11.14.)

ATC 243. Automation work-center training, as applicable. (AFI 13-203, para 6.2.) (Applies to locations with automation work-centers only)

ATC 244. Governing procedures and responsibilities of automated training products. (AFI 13-203, para 6.19.1., and Atch A11.12.)

ATC 245. ATCTD System Administrator training program. (AFI 13-203, Atch A11.1.)

ATC 246. Have CCTLRs ensured a Newcomer Indoctrination Program is developed/implemented and uses AT-M-08, Facility Indoctrination/Orientation Guide, as a reference to develop the program? (AFI 13-203, para 6.10., and A11.9.)

ATC 247. Are certification guides (position, general, and task) developed according to AFI 13-203 and AFMAN 36-2234? (AFI 13-203, para 6.3., Atch 12, and AFMAN 36-2234)

ATC 248. Are separate position certification guides (PCG) developed for each position requiring certification? (AFI 13-203, para 6.3.1., and Atch 12)

ATC 249. Does the CCTLR specify position certification time limits, by hours and by experience, for each block in the PCGs? (AFI 13-203, para 6.3.1.3. and 6.3.1.3.1.)

ATC 250. Are PCG block time limits reviewed and adjusted at least annually (as required)? (AFI 13-203, para 6.3.1.3.1.)

ATC 251. Are apprentice 3-levels completing the requirements of a PCG block before beginning training on the next block? (AFI 13-203, para 6.3.1.3.2.)

252 through 261–does each PCG contain the following items?

ATC 252. All AFJQS, CFETP, and AF Form 797 knowledge/task requirements with technical references (TRs) that require training. (AFI 13-203, para 6.3.1.2.1.)

ATC 253. Objective statements according to AFMAN 36-2234, Chapter 5 for all task items requiring training. (AFI 13-203, para 6.3.1.2.2.)

ATC 254. Applicable air traffic control training series, paper, and CBT products that support training. (AFI 13-203, para 6.3.1.2.3.)

ATC 255. Simulator and non-radar scenario problems that support training or serve as a device to measure standards. (AFI 13-203, para 6.3.1.2.4.)

ATC 256. Measurement devices that validate the objective. (AFI 13-203, para 6.3.1.2.5.)

ATC 257. Recommended time limits, based on ATC experience and skill level for each block. (AFI 13-203, para 6.3.1.2.6.)

ATC 258. Identification of the point at which the trainee is ready to begin work in an actual position of operation. (AFI 13-203, para 6.3.1.2.7.)

ATC 259. Do all technical references listed in the MTTR coincide with those listed in the certification guides? (AFI 13-203, para 6.3.)

ATC 260. Are training references broken down to the lowest denominator? (AFI 13-203, para 6.3.)

ATC 261. Does each certification guide identify knowledge and performance standards? (AFI 13-203, para 6.3.)

262 through 274 - Are the following recurring training and Technical References (TR) accomplished as required?

ATC 262. Electromagnetic Interference (EMI). (Annually) (AFI 13-203, para 6.12.1.)

ATC 263. Anti-Hijack Training. (Semiannually) (AFI 13-203, para 6.12.2.)

ATC 264. Aircraft Characteristics and Performance. (Annually) (AFI 13-203, para 6.12.3.)

ATC 265. ATC Training Series to include, new series (paper/CBT) and/or the revised portion of existing series that apply to facilities in which controllers hold position certifications or facility ratings. (Within 60 days of receipt, 90 days for ANG) (AFI 13-203, para 6.12.4.)

ATC 266. New management training series. (According to the instruction in the training guide) (AFI 13-203, para 6.12.4.)

ATC 267. Special Aircraft Operations by Law Enforcement and Military Organizations (if applicable). (Annually) (AFI 13-203, para 6.12.5.)

ATC 268. Tower Visibility Observations. (Annually for all tower controllers) (AFI 13-203, para 6.12.6)

ATC 269. Wake Turbulence. (Semiannually) (AFI 13-203, para 6.12.7.)

ATC 270. Snow Control, if applicable. (Annually) (AFI 13-203, para 6.12.8.)

ATC 271. Non-radar Control Problems. (Monthly) (AFI 13-203, para 6.12.9.)

ATC 272. Alternate facilities, if applicable (Semiannually). (AFI 13-203, para 6.12.10.)

ATC 273. Bird Aircraft Strike Hazard (BASH) reduction program. (Semiannually) (AFI 13-203, para 6.12.11.)

ATC 274. Crew Resource Management (CRM). (Annually) (AFI 13-203, para 6.12.12.)

ATC 275. Is completion of all recurring training documented on AF Form 1098, Special Task Certification and Recurring Training? (AFI 13-203, para 6.12. through 6.12.12.)

ATC 276. Does the CATCT update supporting programs which reference the ATC training series? (AFI 13-203, para 6.12.4.)

ATC 277. Are initial tower visibility certifications for each new location of assignment documented on AF Form 3622, ATC/Weather certification and rating record? (AFI 13-203, para 6.14.)

ATC 278. Does the CATCT make available a current copy of AFI 36-2222, Air Traffic Control Training Publications? (AFI 13-203, para 6.9., and Atch 1)

ATC 279. Does the CATCT make available a current copy of Air Force Index (AFIND) 25, Index of Air Traffic Control Training Publications? (AFI 13-203, para 6.9., and Atch 1)

ATC 280. Does the CATCT maintain one master set (paper or computer copies) of all applicable ATCTS products? (AFI 13-203, para 6.9.)

281 through 285 – As a minimum, is the following included in the CATCT's master training plan?

ATC 281. AFJQSs. (AFI 13-203, para 6.15.1.)

ATC 282. AF Form 797s. (AFI 13-203, para 6.15.2.)

ATC 283. Master Technical and Task Reference (MTTR), section 1 and 2. (See Atch 1, Glossary, for definition) (AFI 13-203, para 6.15.3.1. and 6.15.3.2.)

ATC 284. Copies (paper or electronic) of all Air Force and facility/work-center certification guides. (AFI 13-203, para 6.15.4.)

ATC 285. ATC CFETP (Part 1 and 2). (AFI 13-203, para 6.15.5.)

ATC 286. Does the CATCT maintain a current master training plan and is it continuously updated to ensure accurate/current training products are available to all facilities/work-centers? (AFI 13-203, para 6.15.)

ATC 287. Does the CATCT ensure the MTTR is current and contains all applicable technical references to support training for all facilities/work-centers? (AFI 13-203, para 6.15.3.1., 6.15.3.2., 6.15.3.3.)

ATC 288. Does the CCTLR describe what, how, who, and when proficiency training is administered and documented (e.g., maintain an ATCTD training log to track usage, malfunctions/recurring problems, and time used for upgrade/qualification training)? (AFI 13-203, para 6.7.5.)

ATC 289. Are Training Review Board (TRB) minutes published and maintained for 1 year? (AFI 13-203, para 6.16.)

ATC 290. Is an AF Form 623, On-the-Job-Training Record, maintained on all 1C1X1/13MX personnel who are facility rated, position certified, or in training? (AFI 13-203, para 6.17.)

291 through 300 – Are the following items maintained in each training record?

ATC 291. AF Form 1098, Special Task Certification and Recurring Training. (AFI 13-203, para 6.17.1.1.)

ATC 292. AF Form 623a, On-The-Job Training Record-Continuation Sheet. (AFI 13-203, para 6.17.1.2.)

ATC 293. Training evaluations. (AFI 13-203, para 6.17.1.2.1.)

ATC 294. Certification and rating evaluations. (AFI 13-203, para 6.17.1.2.2.)

ATC 295. Career Field Education and Training Plan (CFETP). (AFI 13-203, para 6.17.1.3.)

ATC 296. Applicable 1C1X1 AFJQS. (AFI 13-203, para 6.17.1.4.)

ATC 297. AF Form 797. (AFI 13-203, para 6.17.1.5.)

ATC 298. AF Form 3622, Air Traffic Control/Weather Certification and Rating Record. (AFI 13-203, para 6.17.1.6.)

ATC 299. Are trainer and task certifier course completion dates documented on the inside cover of AF Form 623? (AFI 13-203, para 6.17.2.)

ATC 300. Are previous years AF Forms 1098 retained for 1 year? (AFI 13-203, para 6.17.4.)

ATC 301. Are recurring, review, and supplemental training and test results recorded on AF Form 1098? (AFI 113-203, para 6.17.4.)

ATC 302. Are training evaluations being completed on each trainee in upgrade and/or position qualification training at least twice a month? (AFI 13-203, para 6.18.1.)

ATC 303. Are all training evaluations maintained on apprentice controllers until awarded the SEI for the assigned facility? (AFI 13-203, para 6.18.3.)

ATC 304. Are all training evaluations maintained on controllers in 7-level UGT until awarded the 7-skill level? (AFI 13-203, para 6.18.3.)

ATC 305. Are all training evaluations maintained on controllers in qualification training until position certified or management position qualified? (AFI 13-203, para 6.18.3.)

ATC 306. Are all position certification evaluations maintained until the facility rating encompassing the position certification is awarded? (AFI 13-203, para 6.18.3.)

ATC 307. Are facility rating/position certification evaluations maintained until the first annual evaluation is completed? (AFI 13-203, para 6.18.3.)

ATC 308. Is the most current annual evaluation retained in each controllers record? (AFI 13-203, para 6.18.3.)

ATC 309. Are the trainee, trainer, and supervisor reviewing and signing all training evaluations? (AFI 13-203, para 6.18.2.)

ATC 310. Is ATC management involvement (i.e., project reviews, quality checks) documented? (AT-M-03 Management Craftsman TCG, para 7)

ATC 311. Are management/staff certifications being conducted by individuals holding the position? (AFI 13-203, para 6.6.2.2.)

QUALITY ASSURANCE

ATC 312. If an ACSE/ACATCT is assigned, is he/she facility rated in the facility where ACSE/ ACATCT duties are performed? (AFI 13-203, para 1.2.4.1.3.)

ATC 313. Does the CSE/TSN periodically evaluate the CDP to ensure it meets mission, CCTLR, and CATCA requirements? (AFI 13-203, para 1.1.7.2.3.)

ATC 314. Does the CSE/TSN develop and administer associated monthly proficiency testing products and other associated evaluation methods, (e.g., performance evaluations via simulator scenarios or written tests)? (AFI 13-203, para 6.11.)

ATC 315. Does the CSE/TSN conduct periodic facility evaluations, observing each crew at least every 90 days? (AFI 13-203, para 12.2.1.)

ATC 316. Is initial tower visibility training and certification accomplished by a certified weather observer or, if not available, by the CSE/TSN? (AFI 13-203, para 6.14.)

317 through 324–as a minimum during periodic facility evaluations, does the CSE/TSN observe the following?

ATC 317. Crew application of CRM principles. (AFI 13-203, para 12.2.1.)

ATC 318. Application of standard phraseology. (AFI 13-203, para 12.2.1.)

ATC 319. Crew change. (AFI 13-203, para 12.2.1.)

ATC 320. Application of separation criteria. (AFI 13-203, para 12.2.1.)

ATC 321. Inter/intra-facility coordination. (AFI 13-203, para 12.2.1.)

ATC 322. Position awareness. (AFI 13-203, para 12.2.1.)

ATC 323. Use of checklists. (AFI 13-203, para 12.2.1.)

ATC 324. Weather reporting procedures. (AFI 13-203, para 12.2.1.)

ATC 325. Does the CSE/TSN document the results of the facility evaluations and forward them to the appropriate CCTLR for review and action and to the AOF/CC for review? (AFI 13-203, para 12.2.1.)

ATC 326. Does the CSE/TSN/ACSE evaluate each controller using a locally developed annual evaluation checklist within 30 days of the anniversary of their initial position certification or last annual evaluation? (AFI 13-203, para 12.2.2.)

ATC 327. Do controllers, who fail the annual evaluation, have their facility ratings and certifications suspended until re-certified? (AFI 13-203, para 12.2.2.3.)

ATC 328. Does the CSE/TSN, when appointed as the CTO examiner, ensure each applicant for a CTO facility rating has served as an air traffic control tower operator for at least 6 months? (FAR 65.39 and amendment 65-19 dated 6 Dec 71)

ATC 329. Does the CSE/TSN ensure that each applicant for a facility rating comply with the applicable skill requirements listed in FAR 65.37 for which the rating is sought? (FAR 65.37 and 65.41)

ATC 330. Does the CTO examiner, develop, administer, and maintain the facility rating tests for control tower operators based on the objectives set in the PCG? (FAAO 7220.1, Chap 4, para 28a through d, Chap 5, para 43; and AFI 13-203, para 8.1.)

ATC 331. Does the CSE/TSN/ACSE accomplish the knowledge evaluation of a facility rating by using the ATCS examiner-developed facility rating tests based on the objectives set in the PCG? (FAAO 7220.1, Chap 5, para 52; and AFI 13-203, para 8.1.)

ATC 332. Is the practical evaluation conducted while observing the trainee during periods of live traffic or a combination of live and simulated traffic? (AFI 13-203, para 12.2.2.)

ATC 333. Does the CSE/TSN, when appointed as the CTO examiner, issue a temporary airman certificate, FAA Form 8060-4, to individuals which pass the facility rating? (FAAO 7220.1, Chap 4, para 28e; and AFI 13-203, para 8.2.1.1.)

ATC 334. Is only the CSE, TSN, ACSE, or CTO examiner conducting special evaluations for reinstatement? (AFI 13-203, para 8.7.)

ATC 335. Does the CATCT ensure training records are examined for accuracy and is corrective action implemented each month? (AFI 13-203, para 6.17.3.)

ATC 336. Do the appropriate personnel (AOF/CC, CCTLR, ACCTLR, CATCT, CSE, and/or primary watch supervisor) review all completed 7-skill level projects? (AT-M-03 Management Craftsman TCG, para 3a)

ATC 337. When the Training Review Board (TRB) identifies problems or deficient areas, are corrective actions established? (AFI 13-203, para 6.16.2.)

ATC 338. Is the status of previous month's corrective actions addressed at each TRB? (AFI 13-203, para 6.16.2.)

ATC 339. Is a current FAA Form 8000-5, CTO "Certificate of Designation", on file with the CSE? (FAAO 7220.1, Chap 3, para 23)

ATC 340. Does the CSE document the ATCS certificate and AF Form 3622 for individuals which pass a radar facility rating? (AFI 13-203, para 8.2.3.1.)

ATC 341. Does the CSE document and place individual position certifications in a controller's training record during the period prior to the facility rating encompassing the position certification is awarded? (FAAO 7220.1, Chap 5, para 50b; and AFI 13-203, para 6.18.3.)

ATC 342. Does the CSE document passing or failing position evaluations on AF Form 623a or suitable substitute? (AFI 13-203, para 8.2.2., and 8.2.4.)

ATC 343. For special evaluations for other than reinstatement, are unsatisfactory results documented on AF Form 623a or suitable substitute and forwarded to the CCTLR for review and appropriate action? (AFI 13-203, para 8.7.1.1.)

ATC 344. Are special evaluations for reinstatement documented on AF Form 623a or suitable substitute and retained in training records for 1 year after reinstatement or until an annual evaluation is completed? (AFI 13-203, para 8.7.1.2.)

ATC 345. When canceling position certifications because of PCS or PCA, and the individual did not obtain a facility rating, does the CSE transcribe position certifications from AF Form 623a or suitable substitute to AF Form 3622 and include issue and cancellation dates? (AFI 13-203, para 8.5.2.)

ATC 346. If a controller's rating is suspended due to a demonstrated hazard to flight safety, does the AOF/CC or CCTLR suspend all position certifications and facility ratings in all facilities? (AFI 13-203, para 8.4.)

ATC 347. Is the CCTLR, CATCT, TSN, CSE, CTO Examiner (if other than the CSE) and AOF/CC notified when a controller's certification is suspended or canceled for other than PCS/PCA? (AFI 13-203, para 8.6.)

ADMINISTRATION (This section may apply to more than one ATC functional area)

ATC 348. Are ACCTLR/ACATCT/ACSE duties and responsibilities placed in writing? (AFI 13-203, para 1.2.1.2.1., 1.2.3.2, & 1.2.4.2)

ATC 349. Has the CCTLR (Radar) appointed an individual to fill the additional duty position of ATCTD System Administrator/Assistant ATCTD System Administrator and are specific duties/responsibilities addressed in an appointment letter? (AFI 13-203, para 1.1.4.2.4.5. and para 6.7.1.)

ATC 350. Does the CSE/TSN serve as the primary ATCS examiner and, when appointed in writing by the FAA regional office, CTO examiner? (AFI 13-203, para 1.1.7.2.1.)

ATC 351. Are trainers/task certifiers appointed in writing by the commander or designated representative? (IAW AFI 13-203, Atch 1, Terms)

ATC 352. Are military air traffic activities documented using the ATARS program? (AFI 13-203, para 11.18.1.1.)

ATC 353. Are all abnormal conditions, occurrences, and departures from normal operations (along with an MFR for any subsequent corrective actions) entered on the AF Form 3616 IAW local directives? (AFI 13-203, para 11.1.3.)

ATC 354. Do controllers maintain accurate status of equipment using either AF Form 3616 or AF Form 3624? (AFI 13-203, para 11.1.5.)

ATC 355. Do controllers annotate the required information for special evaluations on AF Form 3616? (AFI 13-203, para 8.7.1.1. and 8.7.1.2.)

ATC 356. Are only authorized abbreviations and phrase contractions used for entries on AF Form 3616? (AFI 13-203, para 11.1.3.3.)

ATC 357. Do controllers initial AF Form 3626, Position Log, when assuming responsibility for the position? (AFI 13-203, para 11.1.4.)

Attachment 6

TERMINAL INSTRUMENT PROCEDURES (TERPS) CHECKLIST

OPERATIONS

TERPS Database

TE 001. Are Master Obstacle Charts (MOCs) on file, current, and developed using correct criteria? (AFMAN 11-230, para 1.5.2.)

The following critical items must be identified as satisfactory to answer this question as satisfactory:

Does the obstacle search area extend to a radius of 105 NM (or the boundary of airspace, whichever is greater) from the airport reference point (ARP). (AFMAN 11-230, para A5.2)

When obstacles are added, deleted, or changed on AF Form 3629, is the date changed to reflect the current revision? (AFMAN 11-230, para A5.2)

Have obstacle numbers been reused once they have been deleted? (AFMAN 11-230, para A5.2)

Are geographic coordinates used for obstacles obtained only from surveys, National Imagery and Mapping Agency (NIMA), or National Ocean Service (NOS) documents? (AFMAN 11-230, para A5.2)

Does the obstacle database contain assumptions for vegetation and is that vegetation depicted as full grown height, unless survey or other documentation exists?

Is vegetation plotted within the polygon at the closest position toward the runway edge? (AFMAN 11-230, para A5.2)

Have local utility companies been contacted for actual heights of utility poles? (AFMAN 11-230, para A5.2)

When applying adverse assumptions, is the most critical height of unmeasurable obstacles (trees, power poles/lines, etc.) considered? (AFMAN 11-230, para A5.2)

When adverse assumptions are made, are the source(s) that were used to apply assumed values documented in a cover letter attached to the AF Form 3629/computer printout? (AFMAN 11-230, para A5.2)

When evaluating contour lines, is the following technique used: One foot less than the next appropriate terrain line. (AFMAN 11-230, para A5.2)

Are all coordinates in the obstacle database listed in NAD83/WGS84. (AFMAN 11-230, para A5.2)

Are all controlling obstacles for each segment of existing instrument procedure segments, holding areas, minimum vectoring altitude data, departure procedures, Minimum IFR Altitude Chart identified within the obstacle database? (AFMAN 11-230, para A5.2)

Has the obstacle evaluation been completed in four independent areas from ARP-10 NM, 10-30 NM, 30-60 NM and 60-105 NM? NOTE: DTED/DVOF complies with this evaluation method. (AFMAN 11-230, para A5.2)

Is the MAJCOM TERPS office notified by letter as soon as changes to the location/obstacle database occur? Do the notifications include the change to the airport/obstacle database, reason for the change, and impact? (AFMAN 11-230, para 4.2)

Are the master obstruction maps used to verify controlling obstacles for segments of the instrument procedure? (AFMAN 11-230, para 4.2)

For Manually Developed Databases

Is a set of master obstruction maps developed, maintained, and on file which identify all obstacles listed on the current AF Form 3629 printout? (AFMAN 11-230, para 4.2)

Does the Master Map(s) depict Special Use Airspace? (AFMAN 11-230, para 4.2)

Obstacle Search Within 10 NM Of Arp

Were topographic charts (1:24,000, 1:25,000, 1:50,000, or 1:62,500) and Civil Engineering (CE) maps used for evaluation? (AFMAN 11-230, para A5.2)

Has the area been drawn in 5-degree splay by .25 NM intervals, 360 degrees originating at the ARP from the runway edge to 10NM? (AFMAN 11-230, para A5.2)

Does the area beginning at the ARP include the entire coverage of the appropriate CE map (C-1 or equivalent chart)? AFMAN 11-230, para A5.2)

Is the highest elevation within **each** 5-degree splay by .25 NM section plotted? (AFMAN 11-230, para A5.2)

Is the lowest threshold elevation used as the origin elevation? (AFMAN 11-230, para A5.2)

Was obstacle shadowing used? (shadowing not authorized) (AFMAN 11-230, para A5.2)

10 NM To 30 NM Area

Were Terminal Area Charts or their equivalent (scale 1:250,000) used? (AFMAN 11-230, para A5.2)

Has the area been drawn in 5-degree splays by 5 NM intervals, 360 degrees around the ARP? (AFMAN 11-230, para A5.2)

Has the highest obstacle/terrain elevation within **the sector,** greater than 400 feet above the lowest threshold elevation, been identified? (AFMAN 11-230, para A5.2)

Was obstacle shadowing used? (Obstacle shadowing is not authorized) (AFMAN 11-230, para A5.2)

30 NM To 60 NM Area Or The Boundary Of Airspace, Whichever Is Greater

Were Sectional Aeronautical Charts or their equivalent (scale 1:500,000) used? (AFMAN 11-230, para A5.2)

Has the area been drawn in 10-degree splays by 10NM interval, 360 degrees around the ARP? (AFMAN 11-230, para A5.2)

Has the highest obstacle/terrain elevation within each sector, greater that 400 feet above the lowest threshold elevation, been identified? **(Obstacle shadowing is authorized)** (AFMAN 11-230, para A5.2)

60 NM To 105 NM Area

Has the area been draw in 20-degree splay areas by 15 NM interval, 360 degrees around the apex of the ARP? (AFMAN 11-230, para A5.2)

Has the highest obstacle/terrain elevation within each sector been identified that is higher than the previous sector and greater than 1000 feet above the lowest threshold elevation? (**Obstacle shadowing is authorized)** (AFMAN 11-230, para A5.2)

For DVOF/DTED Developed Databases

If DVOF/DTED constructed databases are used, are monthly DVOF updates being received/incorporated into the obstacle data base? (AFMAN 11-230, para 4.2.1.2.5)

When using the DVOF/DTED utility program method, have CE maps or equivalent (when available) been manually searched? (AFMAN 11-230, para A5.2)

Is documentation on file identifying the CD-ROM Series, item, and edition that was used to develop the current obstacle database? (AFMAN 11-230, para 4.2.)

TE 002. If DTED was used to develop the obstacle data base, is documentation on file, identifying the CD-ROM Series, item, and edition? (AFMAN 11-230, para 4.2.3.)

TE 003. Has a biennial review of obstacle database and vegetation growth been accomplished and forwarded to MAJCOM? (AFM 11-230, para 1.5.7.)

TE 004. Is the current AF Form 3628 and AF Form 3629 on file? (AFMAN 11-230, para 4.2.)

TE **005. Is the MAJCOM TERPS office notified, by letter, as changes to the location/obstacle database occur. (AFMAN 11-230, para 4.2.)**

Processing CHUM Data

TE 006. Has the unit established a requirement to receive the CHUM and monthly supplements? (AFMAN 11-230, Atch 1)

TE 007. Have obstacles, identified by the CHUM, been added/updated in the obstruction data base? (AFMAN 11-230, para 1.5)

TE 008. As obstacles are added/deleted from the TERPS obstacle data base, are all instrument procedures, diverse departure procedures, MVAC, MIFRAC, and MSAW/LAAS re-evaluated? (AFMAN 11-230, para 1.5.3.)

TE 009. If the Electronic CHUM (ECHUM) is used in lieu of the CHUM, has a method for tracking and maintaining monthly updates for each map been established? (AFMAN 11-230, para 2.9)

TE 010. Are maps/charts, used in development of instrument procedures, current based on new/updated obstacles from CHUM? (AFMAN 11-230, para 4.2)

TE 011. Is a current set of CHUMed maps, covering the entire DVOF/DTED search area, on file for DVOF/DTED only constructed databases? (AFMAN 11-230, para 4.2.2.2.1.)

MVAC development

TE 012. Is the MVAC in use, current, developed using correct criteria, and approved by the MAJCOM? (AFMAN 11-230, para 3.4.)

The following critical items must be identified as satisfactory to answer this question as satisfactory:

Have units with approach control service provided by the FAA obtained a current MVAC from that facility for use in developing procedures? (AFMAN 11-230, para 3.4.)

Have the adjacent RADAR facilities' MVAC been evaluated to ensure compatibility. (AFMAN 11-230, para 3.4.)

Was the MVAC developed on a VFR Sectional or equivalent chart? (AFMAN 11-230, para 3.4)

Has Special Use Airspace (SUA) and floor of controlled airspace been evaluated during development? (AFMAN 11-230, para 3.4.)

Was the correct ASR antenna assigned magnetic variation used during development? (AFMAN 11-230, para 3.4.)

Have the 3 and 5 mile buffers around obstacles been properly evaluated? (AFMAN 11-230, para 3.4.)

In mountainous areas, has 2000' obstacle clearance been provided? (AFMAN 11-230, para 3.4.)

At locations with single sensor RADAR systems, is the MVAC designed and centered on the ASR antenna. (AFMAN 11-230, para 3.4.)

For Mosaic RADAR systems, have all obstacles within the airspace to be controlled, plus a 20NM buffer, been evaluated. (AFMAN 11-230, para 3.4.2.1.)

Minimum Safe Altitude Warning (MSAW) data development

TE 013. Was the MSAW data developed using correct design criteria, and approved by the MAJCOM? (AFMAN 13-215, Atch 9)

The following critical items must be identified as satisfactory to answer this question as satisfactory:

Is the MAJCOM approved MSAW data on file, to include maps and data sheets used for development. (AFMAN 11-230, para)

Is the MSAW data re-evaluated when obstacles are added/deleted from the TERPS database? (AFI 13-203, para 1.1.13.2.3., AFMAN 11-230, para 1.5.3.)

Has the MSAW data been re-evaluated when FAA Form 7460-1 (FAA Notices of Proposed Construction or alterations) are received. (AFMAN 11-230, para 1.5.)

Was the MSAW data developed, revised, or reviewed at the same time the MVAC was developed/or revised? (AFI 13-203, para 4.15; AFMAN 11-230, para 1.5.3.; AFMAN 13-215, Atch 9)

When applicable, has a DBRITE/LAAS package been accomplished (or revised) with the original MVAC development (or revision)? (AFI 13-203, para 4.16; AFMAN 11-230, para 1.5.3.; AFMAN 13-215, Atch 9)

Was the ASR antenna's assigned magnetic variation used to determine magnetic North. (AFMAN 13-215, Atch 9)

Are all MSAW drawings based on magnetic North. (AFMAN 13-215, Atch 9)

Are the locations of the ASR antenna and all non-precision NAVAIDS plotted? (AFMAN 13-215, Atch 9)

Are the inbound radials or courses for non-precision approaches depicted? (AFMAN 13-215, Atch 9)

At locations using PIDP, is the point on each approach where the aircraft descends below 1000 feet AGL or below the minimum vectoring altitude (MVA) depicted on the MSAW maps. (AFMAN 13-215, Atch 9)

At PIDP locations, does the MSAW data/maps depict that no more than 4 NM around airports has been "zeroed" out. Where the 1000 ft point falls outside 4 NM, then does the data depict that no more than the area between the 4 NM and the 1000 ft point, within the primary/intermediate approach areas has been "zeroed" out. (AFMAN 13-215, Atch 9)

Does the MSAW data reflect an altitude not more than 300 feet below the MVA, in areas outside instrument procedure trapezoids. (AFMAN 13-215, Atch 9)

If applied, does the MSAW data/maps depict an altitude not more than 200 feet below the intermediate approach segment altitude (FAF altitude) was used in the intermediate approach segment. (AFMAN 13-215, Atch 9)

If applied, does the MSAW data reflect an altitude not more than 100 feet below the lowest minimum decent altitude has been applied in the final approach area between the final approach fix and 4 NM from the ASR antenna or the 1000 foot point. (AFMAN 13-215, Atch 9)

At satellite airports, has no more than 4NM around the airport been zeroed out? (AFMAN 13-215, Atch 9)

Minimum IFR Altitude Chart (MIFRAC) Development (Radar facilities that control IFR traffic)

TE 014. Is a MAJCOM approved MIFRAC developed using correct design criteria, on file for each NAVAID within the facilities airspace, and when necessary for NAVAIDS within close proximity of the airspace boundary? (AFMAN 11-230, para 3.5)

The following critical items must be identified as satisfactory to answer this question as satisfactory:

Has the unit coordinated with adjacent ATC facilities to obtain minimum IFR information on NAVAIDS that fall on or near common airspace boundaries? (AFMAN 11-230, para 3.5)

Has MIFRAC design taken into account NAVAID restrictions published in the IFR Supplement, NAVAID limitations? (AFMAN 11-230, para 3.5.)

Is the MIFRAC re-evaluated when changes/revisions to the MVAC occurs? (AFMAN 11-230, para 3.5.)

Has MIFRAC design ensured that sector altitudes are not lower than the MVA for that given area? (AFMAN 11-230, para 3.5.)

Is each sector of MIFRAC depicted in relation to radials and distances from the specific NAVAID to the boundaries of the delegated airspace and within the operational limitations of the NAVAID? (AFMAN 11-230, para 3.5.)

Has a VFR Sectional or equivalent chart been used that depicts Special Use and Floor of Controlled Airspace? (AFMAN 11-230, para 3.5.)

Has a single chart been used for each NAVAID? (AFMAN 11-230, para 3.5.)

Does the center of each chart represent the center of the NAVAID? (AFMAN 11-230, para 3.5.)

Is each sector developed in relation to a radial or the magnetic bearing from the NAVAID? (AFMAN 11-230, para 3.5.)

Has a 5 mile buffer around each sector been evaluated for obstructions? (AFMAN 11-230, para 3.5.)

Does the minimum altitude selected for each sector provide a minimum of 1000' obstacle clearance, 2000' in mountainous areas, and at least 300' above floor of controlled airspace? (AFMAN 11-230, para 3.5.)

Instrument Procedure Development

TE 015. Are all procedures developed using applicable TERPS criteria IAW AFJMAN 11-226, AFMAN 11-230, and appropriate MAJCOM supplements? (AFJMAN 11-226, AFMAN 11-230, APATC-1)

TE 016**.** Is a MAJCOM approved package on file for each instrument procedure? (AFMAN 11-230, para 1.5)

TE 017. Was the controlling obstacle for each segment of the IAP verified using acetate overlays? (AFMAN 11-230, para 4.2)

TE 018. If an obstacle, other than the one selected by AFTERPS, is suspected of being the controlling obstacle, was it verified manually? (AFMAN 11-230, para 1.5)

TE 019. If an obstacle not listed in the TERPS obstacle database, AF Form 3629, is verified as a controlling obstacle, has it been entered into the database and was the procedure re-automated? (AFMAN 11-230, para 1.5)

TE 020. Are NAVAID and or radar coverage restrictions verified to ensure they do not affect instrument procedures? (AFMAN 11-230, para 1.5)

TE 021. Were all courses and fixes verified for correct alignment and positioning? (AFMAN 11-230, para 1.5)

TE 022. Were automated packages forwarded to the appropriate reviewing agencies as outlined in figure 2.1 or figure 2.2.? (AFMAN 11-230, para 1.5)

TE 023. Is a copy of the completed Annual/Semiannual Self-Inspection ATSEP Checklist on file? (AFMAN 11-230, para 1.5)

TE 024. Is a historical listing maintained of all changes to obstacle and airport databases, to include the change, reason changed, and impact? (AFMAN 11-230, para 1.5)

TE 025. Do the TERPS files contain current C-1, C-2, E-1, E-2, and E-3 Comprehensive Plan maps? (AFMAN 11-230, para 1.5)

TE 026. Has the TERPS specialists completed the annual review of instrument procedures, too include validation of the need for each procedure, ensuring each procedure meets mission requirements, and provided waiver information? (AFMAN 11-230, para 1.5)

TE 027. Has the TERPS specialist forwarded the annual review of instrument procedures information, using the AFFSA spreadsheet format, to parent MAJCOM NLT 15 September? (AFMAN 11-230, para 1.5)

TE 028. Has the TERPS specialist ensured that circling procedures have not been developed for use with Precision IAPs? (AFMAN 11-230, para A3.1)

TE 029. Are procedures appropriately named? (AFMAN 11-230, para A3.5)

TE 030. Are Missed Approach segments of instrument procedures designed to utilize positive course guidance to the maximum extent possible? (AFMAN 11-230, para A3.5)

TE 031. Where applicable, have feeder routes been evaluated for obstruction clearance, NAVAID limitations, and does the package contain a drawing of the feeder routes? (AFJMAN 11-226, Chapter 2)

TE 032. Has a Minimum Safe Altitude (MSA) been established for each instrument approach procedure? (AFJMAN 11-226, chap 2)

TE 033. Does the established MSA provide a minimum of 1000' obstacle clearance? (AFJMAN 11-226, chap 2)

TE 034. On instrument approach procedures, does the final approach course cross lie within 500 feet of the centerline at the point 3000' outward from the threshold? (AFMAN 11-230, para A3.10.)

TE 035. On straight-in instrument approach procedures, is the angle between the final approach course and the runway centerline within 30 degrees? (AFMAN 11-230, para A3.10.)

TE 036. Is the established VDP a DME fix, established prior to the MAP, when a suitable navigation fix is available? (AFMAN 11-230, para A3.11)

TE 037. When obstacles, that cannot be removed, penetrate the VDP surface, has the surface and corresponding visual GS or descent gradient been raised to eliminate the penetration? (AFMAN 11-230, para A3.11)

TE 038. Has the TERPS specialist ensured that when a penetration remains, a VDP has not been published? (AFMAN 11-230, para A3.11)

TE 039. When a VDP is not published, has the reason been documented in the procedure package? (AFMAN 11-230, para A3.11)

TE 040. When dual MDAs exist, has only one VDP been published based on the lowest MDA, provided both VDP descent gradients are within limits? (AFMAN 11-230, para A3.11)

TE 041. When crossing radials are used to define a missed approach point, has the procedure been identified as "Non-Standard Procedure" and processed IAW paragraph 2.5? (AFMAN 11-230, para A3.14)

TE 042. When an obstacle penetrates the 40:1 precision or non-precision missed approach surface and other solutions (e.g., DH adjustments) are not feasible, has a climb gradient, which matches a missed approach surface that clears the obstacle, been published? Was the procedure processed as nonstandard, and is an AFFSA approved waiver on file? (AFMAN 11-230, para A3.15)

TE 043. When required, has missed approach minimum climb rate information been graphically displayed on the procedure to include the altitude or fix to which the climb gradient must be maintained? (AFMAN 11-230, para A3.15)

TE 044. Have climb gradients that are required for air traffic control purposes or to prevent a climb-in-holding situation at the end of the missed approach segment, been processed as nonstandard IAW paragraph 2.5 and an AFFSA approved waiver on file. (AFMAN 11-230, para A3.15)

TE 045. Have RVR minima equivalent to the no-light minima, when runway markings are removed, deteriorated, or obscured and touchdown zone, and centerline lights are inoperative, been established? (AFMAN 11-230, para A3.20)

TE 046. Has the TERPS specialist ensured that see-and-avoid procedures for obstacles have not been used when developing Air Force instrument procedures. (AFMAN 11-230, para A3.22)

TE 047. When applicable, has DME or PAR been used to establish a fix at the Category I DH point when middle markers have been removed? (AFMAN 11-230, para A3.24)

TE 048. If a penetration to the primary final approach surface exists, and an adjustment of DH is selected as the alternative, has the DH been raised at least 250 feet above the obstacle. (AFMAN 11-230, para A3.27)

TE 049. If a penetration to the primary final approach surface exists, and an adjustment of DH is selected as the alternative and the DH been raised at least 250 feet above the obstacle, has non-precision minima been applied? (AFJMAN 11-226, table 10)

TE 050. Are instrument procedures developed using usable NAVAID radials? (AFJMAN 11-226, Chapter 2 and AFTERPS Computer Program)

TE 051. Are no-light visibility minima published on applicable approach plates? (AFMAN 11-230, para A5.8. Item 29)

TE 052. Is a VDP published for all non-precision approaches (except ASR) when a suitable fix exists? (AFJMAN 11-226, Chapter 2 and AFMAN 11-230, para A3.11)

TE 053. Do missed approach instructions specify an altitude sufficient to permit holding or en route flight and establish a clearance limit where operationally feasible? (AFJMAN 11-226, para 270)

TE 054. Are the final approach courses of combined procedures within 4 degrees of each other, with only a single track depicted? (AFMAN 11-230, para 3.15)

TE 055. Are instrument approaches evaluated to determine if extensions to Class D and E airspace are developed as necessary to ensure procedures remain within controlled airspace? (FAA Order 8260.19 and FAA Order 7400.2)

TE 056. Has the TERPS office taken action when the runway threshold is displaced? (AFMAN 11-230, para 3.19.)

TE 057. Are side-step maneuver procedures correctly developed? (AFMAN 11-230, para 3.22.)

TE 058. Are combined procedures first developed as single procedures prior to combining? (AFMAN 11-230, para 3.15.)

TE 059. Are straight-in instrument procedures identified by the type of navigational aid(s) which provide final approach guidance and the runway to which the final approach course(s) are aligned? (AFMAN 11-230, para A3.5)

TE 060. Are procedures established to ensure fly-ability checks are performed for procedures? (AFMAN 11-230, para 3.13.)

Holding Procedure Development

TE 061. Are holding patterns developed using correct design criteria? (FAAO 7130.3 and AFMAN 11-230, para 3.30)

The following critical items must be identified as satisfactory to answer this question as satisfactory:

When holding patterns are published, does it include holding fix, inbound and outbound courses, direction of turn, leg lengths and if DME is used, depict DME value at end of holding pattern? (AFMAN 11-230, para 3.13.)

If time distances are other than standard for the holding altitude, has this specific time distance been published? (AFMAN 11-230, para A5.8.)

Has the been evaluated to the maximum holding altitude that will be used by ATC? (FAAO 7130.3)

Has the maximum holding airspeed, if the holding pattern was designed for less than 310 knots, been published? (AFMAN 11-230, para 3.30.)

If DME is used for holding leg length, is the correct DME leg length used? (FAAO 7130.3)

Has the correct holding airspace pattern selection (template) for the maximum holding altitude been used? (FAAO 7130.3)

When determining DME distance for holding, has slant range been used to separately determine slant-range, fix-to-NAVAID distances. (FAAO 7130.3)

When DME holding course is toward the NAVAID, has the TERPS specialist ensured that the fix itself does not lie within the no-course-signal zone? (FAAO 7130.3)

When DME holding course is toward the NAVAID, and the fix end of the holding area is within the no-course-signal zone, has the TERPS specialist ensured that entry to the holding pattern is not normally made through the no-course-signal zone? (FAAO 7130.3)

When DME holding course is away from the NAVAID, has the TERPS specialist ensured that no part of the pattern area lies within the no-course-signal zone? (FAAO 7130.3)

If holding area outbound end and fix end reductions are used, are they developed IAW FAAO 7130.3? (FAAO 7130.3)

When holding area reductions are utilized, are restrictions to the area of entry published? (FAAO 7130.3)

If the minimum altitude required for holding is higher than the altitude a missed approach or departure aircraft (at 200 FPNM) will reach for the given distance, has the TERPS specialist correctly evaluated/published climb in holding requirements or established/published a climb gradient? (FAAO 7130.3)

Airborne Radar Approach (ARA) Procedure Development

TE 062. Are ARA procedures correctly developed? (AFMAN 11-230, para A3.30; AFJMAN 11-226.)

The following critical items must be identified as satisfactory to answer this question as satisfactory:

When radar reflectors are placed on the airfield, are their locations depicted on the plan view of the approach procedure? (AFMAN 11-230, para A3.30)

If fix error displacement of plus or minus 500 feet was used, is "PROCEDURE NOT AUTHORIZED FOR APN-59 EQUIPPED AIRCRAFT" annotated in the Planview? (AFMAN 11-230, para A3.30)

If a procedure is designed to accommodate APN-59 equipped aircraft, is a fix error displacement of plus or minus ¾ mile used? (AFMAN 11-230, para A3.30)

Are all named turn points and fixes of an airborne radar pattern annotated as waypoints, with the appropriate latitude and longitude and annotated on AF Form 3637? (AFMAN 11-230, para A3.30)

Departure Procedure (DP) Development

TE 063. Has diverse departure criteria been applied to all runways where the USAF is responsible for instrument procedures development? (AFJMAN 11-226, Chapter 12 and AFMAN 11-230, para A3.31)

TE 064. Have departure procedures been developed when the diverse departure search identified obstacles that penetrate the 40:1 OIS? (AFJMAN 11-226 and AFMAN 11-230, para A3.31)

TE 065. When departure procedures have been developed to compensate for penetrations to the 40:1 OIS, have they been identified in the IFR Take-Off Minimums and Departure Procedures section of the DOD FLIP (Terminal)? (AFMAN 11-230, para A3.31)

TE 066. If high altitude procedures are published, are established departure procedures, as required, also published in that book. (AFMAN 11-230, para A3.31)

TE 067. When a departure procedure requires a climb gradient in excess of 200 feet per nautical mile, has a ceiling and visibility been published in the IFR Take-Off Minimums and Departure Procedures section of the DOD FLIP for civil users? (AFMAN 11-230, para A3.31).

TE 068. Is airfield management and flying organizations provided a chart/map of obstacle penetrations to the 50:1 OIS for diverse departure criteria, with the penetrations clearly marked? (AFMAN 11-230, para A3.31)

TE 069. Have diverse departure documentation, departure procedure (if required), and drawings been forwarded to the to parent MAJCOM TERPS office for review and approval. (AFMAN, para A3.31.1.2.)

TE 070. When penetrations exist to the 40:1 OIS, has the TERPS specialist ensured that climb gradients to 200 feet above DER or less, are not specified/published? (AFMAN 11-230, para A3.31.)

TE 071. When obstacles penetrate the 40:1 OIS and requires a climb gradient to an altitude of 200' or greater above the DER, has the TERPS specialist identified, graphically/textually, the description, height, and location of the obstacle in relation to DER, that causes the climb gradient, in the section (IFR Take-Off Minimums and Departure Procedures) of the DOD FLIP (Terminal)? (AFMAN 11-230, para A3.31.)

TE 072. When a Penetration to the 40:1 OIS exists, has the TERPS specialist ensured that publication of a SID for ATC purposes was not developed in lieu of publishing a departure procedure to ensure obstacle separation? (AFMAN 11-230, para A3.31.)

TE 073. For locations where the FAA is the Air Traffic Control facility for the departure airport, are all departure procedures coordinated through the FAA facility manager? (AFMAN 11-230, para A3.31.)

TE 074. Has diverse departure 40:1 OIS been evaluated to the highest Emergency Safe Altitude (ESA) established at the airport. If an ESA has not been established, has the 40:1 OIS been evaluated to the

appropriate IFR En route Chart to determine the highest Off Route Obstruction Clearance Altitude (OROCA) for the US, or Off Route Terrain Clearance Altitude (ORTCA) for overseas locations, within 100 NM? (AFMAN 11-230, para A3.31.)

TE 075. For manual Diverse Departure evaluations, does Zone 1 area splay 15× from the 500 foot point, perpendicular to the centerline at DER? (AFMAN 11-230, para A3.31.)

TE 076. Where a departure procedure requires an aircraft to turn prior to reaching 400' above DER, has the procedure been processed as nonstandard. (AFMAN 11-230, para A3.31.)

TE 077. Where a departure procedure requires an aircraft to turn prior to reaching 400' above DER, is a diverse departure evaluation, completed IAW AFJMAN 11-226, paragraph 1205d, on file? (AFMAN 11-230, para A3.31.; AFJMAN 11-226, para 1205d)

TE 078. Where climb gradients are required for a departure procedure, has a vertical velocity table and the altitude or fix to which the climb gradient may be discontinued been published? (AFMAN 11-230, para A3.31.)

TE 079. When a departure end of runway crossing restriction is required for obstruction clearance, is this crossing restriction published on the departure procedure? (AFMAN 11-230, para A3.31.)

TE 080. When a departure end of runway crossing restriction is published, is this altitude 35 feet or less? (AFMAN 11-230, para A3.31.)

TE 081. Are DR tracks, not headings, to be flown, published on the SID or departure procedure? (Example, "Climb on a Track of XXX," not "Climb on Runway Heading. (AFMAN 11-230, para A3.31.)

TE 082. When ceiling and visibility is published in the IFR Take-Off Minimums and Departure Procedures section of the FLIP for aircraft that can not comply with the published climb gradient, and the controlling obstruction is less than 3 Statute Miles (SM) from the DER, is the visibility published equal the distance to the obstruction, rounded up to the next whole mile? (AFMAN 11-230, para A3.31.)

TE 083. When ceiling and visibility is published for aircraft that cannot comply with the published climb gradient, and the controlling obstruction is greater than 3 SM from the DER, is the visibility published no less than 3 miles? (AFMAN 11-230, para A3.31.)

TE 084. When departure procedures are developed to portray specific departure routes required by air traffic control and operational agencies, has departure route criteria in AFJMAN 11-226, paragraph 1203, been applied? (AFMAN 11-230, para A3.31.)

TE 085. Has the TERPS specialist conducted a biennial (every 2 years) review of the TERPS program, to include:

The following critical items must be identified as satisfactory to answer this question as satisfactory:

Review, update, and document changes (i.e., map revisions, CHUM changes, etc.). (AFMAN 11-230, para 1.5)

Evaluate vegetation growth and new/proposed construction. (AFMAN 11-230, para 1.5)

Review/validation of existing waivers to ensure currency. (AFMAN 11-230, para 1.5)

Review of MVAC, MIFRAC, Diverse Departure/Diverse Vector Areas, IAPs, STARs, and DPs. Ensured development complies with current standards and correct obstacle assessments have been applied. (AFMAN 11-230, para 1.5)

Has the biennial review been documented and a copy forwarded to parent MAJCOM by 15 Sep of the applicable year? (AFMAN 11-230, para 1.5)

Processing and Documentation of Waivers

TE 086. Are special use procedures approved by MAJCOM/DO? (AFMAN 11-230, para 1.4.4.)

TE 087. Are special use VMC and/or nonstandard procedures properly annotated? (AFJMAN 11-226 and AFMAN 11-230, para 3.14.)

TE 088. Are procedures that have TERPS protected airspace that overlaps special use airspace in compliance with criteria for "Separating Instrument Procedures from Special Use Airspace"? (AFMAN 11-230, para 3.11)

TE 089. Are climb gradients for missed approach (ATC and/or obstacle driven) waived as required and published, if applicable? (AFJMAN 11-226 and AFMAN 11-230, para A3.15.)

TE 090. Do TERPS files contain waiver documents with all required signatures? (AFMAN 11-230, para 2.5, A5.5 Item 17 and A5.8 Item 34.)

FAA Notices

TE 091. Has the TERPS specialist coordinated with the appropriate FAA Region Air Force Representative (AFREP) to ensure they receive FAA Forms 7460-1 for evaluation and recommendations? (AFMAN 11-230, para 6.6)

TE 092. Are FAA Form 7460-1, Notices of Proposed Construction or Alteration, and/or Special Aeronautical Studies, reviewed to ensure instrument procedures will not be affected? (FAAO 8260.19; FAR, Part 77; FAAO 7400.2 and AFMAN 11-230, para 1.5)

TE 093. Has the TERPS specialist, when reviewing the FAA Form 7460-1, evaluated the effect on VFR Traffic, Terminal Area IFR Operations, e.g., transitions, radar vectoring (MVAC), minimum IFR altitudes, holding, STARs, DPs, and instrument approach/departure procedures and has this adverse affect been brought to the attention of Wing flying officials (OG, Stan Eval, etc.)? (AFMAN 11-230, para 6.6)

TE 094. If the proposed construction or alteration will have an adverse effect on VFR or IFR aircraft operations, procedures, or minimum IFR altitudes, has the TERPS specialist's response been addressed to the AFREP and does it clearly state the extent of these affects and any possible solution? (FAA Order 8260.19; FAR Part 77; FAAO 7400.2 and AFMAN 11-230, para A6.6.)

TE 095. Has the TERPS specialist filed all proposals within an obstruction data file? (AFMAN 11-230, para 6.6)

TE 096. Are FAA Form 7460-2, Notices of Actual Construction or Alteration, and/or Special Aeronautical Studies, re-evaluated (compared with FAA Notice of Proposed Construction and/or Special Aeronautical Studies) and added to the data base when appropriate to ensure safety of instrument procedures? (FAAO 8260.19; FAR, Part 77; FAAO 7400.2, and AFMAN 11-230, para A6.6.)

TE 097. Are FAA Form 7460-1, Notices of Proposed Construction or Alteration, and/or Special Aeronautical Studies, which may effect airport clear zones (AFJMAN 32-1013) or AICUZ given to Base Civil Engineers? (AFJMAN 32-1013 and AFMAN 11-230, para 1.5.11.)

TRAINING

TE 098. Has the unit designated a primary TERPS specialist? (AFI 13-203 and AFMAN 11-230, para 4.1)

TE 099. Has the designated TERPS specialist (primary and assistant) completed formal TERPS school at Keesler? (AFMAN 11-230, para 4.1)

TE 100. Has the designated TERPS specialist (primary and assistant) completed the TERPS portion of the AFJQS 1C1X1-002? (AFMAN 11-230, para 4.1 and AFI 13-203, para 1.1.13.1.3)

TE 101. Are TERPS JQS items certified by a qualified TERPS specialist at the unit, MAJCOM TERPS personnel, or by HQ AFFSA TERPS personnel? (AFJQS 1C1X1-002, ATC Management Cover Page and AFMAN 11-230, para 4.1)

QUALITY ASSURANCE

TE 102. Is the initiating TERPS Office, on receipt of new products, conducting a thorough review (within 5 working days) to check their accuracy because of possible printing errors. To include but not limited to En route charts, IFR supplement, Approach/Departure procedures/STARS? (AFMAN 11-230, para 2.9)

TE 103. Are actions taken to correct errors found during a FLIP review? (AFMAN 11-230, para 2.9)

TE 104. Has the TERPS specialist completed a review of loose-leaf/locally published FLIPs on receipt and during annual review? (AFMAN 11-230, para 2.9)

TE 105. Has the TERPS specialist completed a review of the Base Civil Engineering Comprehensive Planning Maps or equivalent to verify changes/new information. (AFMAN 11-230, para 2.9)

TE 106. Has the TERPS specialist completed a review of planned or completed changes in airfield lay-out, facilities, lighting, etc., to determine effect of proposed construction/engineering changes on instrument procedures. (AFMAN 11-230, para 2.9)

TE 107. Are procedures reviewed annually to ensure they are required for mission support/training? (AFMAN 11-230, para 1.5)

TE 108. Have airfield waiver packages been reviewed by the TERPS specialist? (AFMAN 11-230, para 1.5)

TE 109. Has the TERPS office taken appropriate action when notified of planned or completed change in airfield layout? (AFMAN 11-230, para 2.9)

TE 110. Does the TERPS office take the appropriate action when a procedure is no longer required? (AFMAN 11-230, para 2.11.)

TE 111. Is the TERPS specialist aware of action to remove fix names and identifiers when a procedure is deleted? (FAAO 8260.19 and AFMAN 11-230, para 3.16.)

TE 112. Does the TERPS specialist attend Airfield Operations Board meetings? (AFMAN 11-230, para 1.5.16.)

TE 113. Was an annual TERPS Review completed and submitted (not later than 15 September) in time to meet the MAJCOM 15 October suspense to HQ AFFSA? (AFMAN 11-230, para 1.5; AFI 13-203, para 1.2)

TE 114. Are revised instrument procedures or pertinent information provided to the CATCT/CSE for inclusion in the ready reference files and training materials? (AFI 13-203, para 1.2.1.2.13; AFMAN 11-230, para 1.5.11)

ADMINISTRATION

TE 115. When required, has an Expanded Service Volume Request, FAA Form 6050-4, been completed and processed? (AFMAN 11-230, para 1.5.8.)

TE 116. Is a request for an environmental impact analysis processed with each new procedure or revised procedure in which altitudes or ground tracks are altered? (AFR 32-7061, AFI 32-7063 and AFMAN 11-230, para 1.5)

TE 117. Is an accurate FAA Form 8260-2 on file, processed, and published for each fix that is named or where holding is permitted? (AFMAN 11-230, para 3.16.)

TE 118. Is a completed FAA Form 8240-22 (Facility Data Sheet) on file for each NAVAID, RADAR system, and VGSI system? (AFI 13-203, para 1.2., FAAO 8240.36, App16; AFM 11-225; and AFMAN 11-230, para 1.5, A5.21)

TE 119. Does Facility Data Sheet information match source data (airfield and ATCALS surveys, maps, civil engineering maps, etc.)? (AFMAN 11-230, para 1.5)

TE 120. If doubt exists as to the accuracy of the source data (example: contradictory data on CE maps), has a survey to validate the data been requested? (AFMAN 11-230, para 1.5)

TE 121. Is a Facility Data Sheet, FAA Form 8240-22, prepared in conjunction with the facility CCTLR and ATACLS maintenance, prepared and maintained for each base ATCALS facility? (AFMAN 11-230, para 1.5)

TE 122. Does the data collected for airfield and NAVAID information (AF Forms 3628 and 3629) match source documentation? (AFMAN 11-230, para 4.2.)

TE 123. Does each procedure package contain a FAA Form 6050-4, Expanded Service Volume request, when the NAVAID service volume has been exceeded? (AFMAN 11-230, para 1.5)

TE 124. Are notification of instrument procedure revisions provided to wing civil engineering and air-space management to ensure compatibility with the Air Installation Compatible Use Zone (AICUZ)? (AFMAN 11-230, para 1.5)

TE 125. Is instrument procedure data requiring NOTAM action provided to Airfield Management? (AFMAN 11-230, para 1.5)

TE 126. Is Video Mapping, Programmable Indicator Data Processor (PIDP), and MSAW/LAAS data provided to the Facility Chief Controller/Chief Air Traffic Control Automation (CATCA)? (AFMAN 11-230, para 1.5)

TE 127. Has a continuity book been developed IAW AFMAN 11-230? (AFMAN 11-230, para 1.5.5.1.)

TE 128. Has a warning note been placed in the IFR Supplement for PAR/ILS/VGSI RPIs which are non-coincidental, in an easy to understand manor (if applicable)? (AFI 13-203, para 4.9.2.)

TE 129. Has the TERPS office established requirements with base operations for maps and charts or has their own NIMA account (DODAAC) been established? (AFMAN 11-230, para 2.3.)

TE 130. Is the unit making maximum use of TERPS automation for new or revised procedures and/or procedure verification? (AFMAN 11-230, para 1.5)

TE 131. Are the required signatures on each applicable procedure form? (AFMAN 11-230, para A5.)

TE 132. Are procedural changes affecting fix, radial, bearing, course, track, altitude, minima, obstacles, holding pattern, climb tables, time/distance tables, procedure identification, and operational notes/ remarks processed through the MAJCOM for approval? (AFMAN 11-230, para 2.8)

TE 133. Has the TERPS specialist assigned an amendment number to each procedural change? (AFMAN 11-230, para 2.8)

TE 134. Has the TERPS specialist ensured that no more than six procedural changes (amendments) are accomplished before the procedure package is re-automated and designated original? (AFMAN 11-230, para 2.8)

TE 135. Does the TERPS specialist ensure that all correspondence for processing the procedure references the current amendment number? (AFMAN 11-230, para 2.8)

TE 136. When the TERPS specialist makes manual procedure revisions, do they annotate the changes in ink and ensure the change does not make the procedure packages illegible or difficult to review? (AFMAN 11-230, para 2.8)

TE 137. Does the TERPS specialist ensure changes that are not developed using automation software describe how the change was verified for compliance with AFJMAN 11-226? (AFMAN 11-230, para 2.8)

TE 138. Does the TERPS specialist restrict each procedure to a maximum of six (6) non-automated revision submittals (pen and ink changes are acceptable), forward the procedure package with a coordination letter describing the change with applicable instructions to each agency, which coordinated on the original, for their endorsement? (AFMAN 11-230, para 2.8)

TE 139. Does the TERPS specialist, when coordinating revisions, maintain the letters in the procedure package until all signatures are obtained and the pertinent information added to Block 31 of AF Form 3637? (AFMAN 11-230, para 2.8)

TE 140. Does the TERPS specialist process revisions through the MAJCOM for approval prior the publishing the revision? (AFMAN 11-230, para 2.8)

TE 141. When using a notice to airmen (NOTAM) or message to make a procedural change, has the TERPS specialist forwarded a new or revised package within 30 working days? (AFMAN 11-230, para 2.8)

TE 142. If a Point in Space Procedure is developed, is it published with a Minimum Descent Altitude (MDA) or Decision Height (DH) of 500 feet or higher above ground level (AGL)? (AFMAN 11-230, para 3.6)

TE 143. Are Point in Space procedures established as special use procedures, and annotated per paragraph 1.4.4? (AFMAN 11-230, para 3.6)

TE 144. If a permanent restriction for ILS facilities exists, have the restrictions been published as caution notes? (Example: "Caution: ILS GS unusable below 300 MSL" or "Caution Autopilot coupled operations NA past DH") (AFMAN 11-230, para 3.7)

TE 145. Have permanent restriction notes for ILS facilities been coordinated with the flight inspector for content? (AFMAN 11-230, para 3.7)

TE 146. When the controlling facility for the instrument procedure does not have controlling responsibility for the Special Use Airspace (SUA), has the primary obstacle clearance areas been separated from special use airspace? (AFMAN 11-230, para 3.11)

TE 147. When separation of instrument primary obstacle areas from SUA is not possible and an airspace usage agreement cannot be developed with each affected facility, has the procedure been forwarded as a nonstandard procedure IAW paragraph 2.5 (Figure 2.2) and an approved waiver on file? (AFMAN 11-230, para 3.11)

TE 148. When an obstacle is ignored since means are established to control its height, location, or both, have procedures for control of its height, location or both been defined in an LOP? (AFMAN 11-230, para 3.12)

TE 149. Has a flyability check using AF Form 3992, Instrument Procedure Flyability Check, Instrument Approach Procedure (IAP), and AF Form 3993, Instrument Procedure Flyability Check, Departure Procedure (DP), been completed for each entire instrument procedure by simulating the most restrictive aircraft category? (AFMAN 11-230, para 3.13)

TE 150. Has each U.S. Air Force instrument procedure that requires the use of Instrument Flight Rules according to AFJMAN 11-225, Section 214, been flight inspected? (AFMAN 11-230,

para 3.13)

TE 151. If the procedure is annotated as a special use procedure and has not been flight inspected, does it use NAVAIDs that have been flight inspected according to AFJMAN 11-225? (AFMAN 11-230, para 3.13)

TE 152. If the procedure is annotated as a special use procedure and has not been flight inspected, is the procedure within the service volume and usable coverage of the NAVAIDs used? (AFMAN 11-230, para 3.13)

TE 153. If the procedure is annotated as a special use procedure and has not been flight inspected, has the procedure received a flyability check and the controlling obstacle in each segment of the procedure verified by the using (requesting) agency? (AFMAN 11-230, para 3.13)

TE 154. If the procedure is annotated as a special use procedure and has not been flight inspected, are aircraft using the procedure RADAR monitored by ATC radar throughout the entire procedure and is the procedure noted "RADAR REQUIRED”? (AFMAN 11-230, para 3.13)

TE 155. Are revisions to procedures provided to CE to ensure compatibility with the AICUZ? (AFI 13-203 and AFMAN 11-230, para 1.5.)

TE 156. Are NOS approach charts for civil approaches available in USAF approach control facilities for procedures not published in DOD FLIPs? (AFMAN 11-230, para 3.17.1.)

TE 157. Is a complete, stand-alone procedure package on file for each established procedure that is combined on a single chart? (AFMAN 11-230, para 3.15.)

TE 158. Does the TERPS branch coordinate with all interested agencies prior to deleting an instrument procedure? (AFMAN 11-230, para 2.10.2.)

TE 159. When a procedure is limited to use in VMC conditions, is a note published stating: "FOR VMC USE ONLY"? (AFMAN 11-230, para 3.14.)

TE 160. Does the TERPS specialist have the required computer equipment? (AFMAN 11-230, para 4.3)

TE 161. Are all required manuals and publications in the TERPS work area, or if electronic, does the TERPS specialist have access to the CD-ROM/LAN, etc.? (AFMAN 11-230, Atch 1)

TE 162. Are all required CE maps on file and current? (AFMAN 11-230, para 1.5.4.2. and AFMAN 32-7062)

Attachment 7

AIR TRAFFIC AUTOMATION CHECKLIST

OPERATIONS

AUS 001. Is a Performance Evaluation Test (PET) accomplished prior to using a new PIDP software program? (AFI 13-203, para 2.27.1.1.)

AUS 002. Are successful PETs documented to file? Do file documents indicate date completed and individuals who performed the test? (AFI 13-203, para 2.27.1.1.)

AUS 003. Have MSAW/LAAS requirements been set for all facilities that have MSAW/LAAS capabilities? (AFI 13-203, para 4.15., and AFI 13-215)

AUS 004. Are site unique data changes affecting MSAW submitted through the unit TERPS specialist for processing? (AFI 13-215, para 5.3.)

005 to 036 - Apply to locations with Micro-EARTS and STARS only

AUS 005. Has the CATCA defined procedures for periodic checks and monitoring of all automated equipment supported by the automation workcenter? (AFI 13-203, para 2.2.3.1.)

AUS 006. Does the CATCA evaluate and coordinate automated system updates with the ATC staff prior to implementation? (AFI 13-203, para 1.1.9.2.2.2., and FAAO 7210.3, para 12-2-5)

AUS 007. Does the CATCA ensure that only qualified AUSs are performing automation duties without a monitor? (AFI 13-203, para 1.1.10.1.5.)

AUS 008. Are automatic acquisition/termination areas established IAW FAAO 7210.3? (FAAO 7210.3, para 12-2-6)

AUS 009. Has the CATCA determined the minimum number of qualified AUSs required to be scheduled for duty and are they assigned for each shift? (AFI 13-203, para 1.1.9.2.6.1.)

AUS 010. When Continuous Data Recording (CDR) data is used to determine the amount of separation that existed, or position of aircraft for investigating reported incidents believed to be operational errors/ deviations, was the automated system clock verified as accurate and each plotted target verified as valid? (AFI 13-203, para 11.5)

AUS 011. Does the CATCA coordinate software problems with the ATC staff, CATCAs at other sites, MAJCOM, appropriate FAA region, and FAA field support personnel? (AFI 13-203, para 1.1.9.2.2.3.)

AUS 012. Do controllers input current altimeter settings? If an altimeter setting for an adapted reporting station cannot be obtained, are alternate reporting station settings identified? (FAAO 7210.3, para 9-2-2) (Micro-EARTS sites only)

AUS 013. Are controllers aware of the correct altitude filter limits and are the proper altitude filter limits used? (FAAO 7210.3, para 9-3-3) (Micro-EARTS sites only)

AUS 014. Are only qualified individuals performing duties as AUS? (AFI 13-203, para 1.1.10.1.)

TRAINING

AUS 015. Has the CATCA determined training requirements and developed an automation training program that meets knowledge and skill requirements and enhances professional awareness of computer technologies? (AFI 13-203, para 1.1.9.2.4.)

AUS 016. Did the CATCA coordinate with the CATCT or TSN to ensure the training program conforms with Instructional System Development (ISD) principles? (AFI 13-203, para 1.1.9.2.4.)

AUS 017. Are AUS controllers awarded the G prefix to the PAFSC only after completing the Apprentice C-CS Programming Specialist course, #E3AZR3C032-002, ATC automation system Software Maintenance/AUS formal course(s) for the system supported at the site, and the experience requirements outlined in AFMAN 36-2108, Atch 2? (AFI 13-203, para 1.1.10.1.4., and AFMAN 36-2108)

AUS 018. Does the CATCA provide the CATCT with quarterly AUS proficiency training inputs? (AFI 13-203, para 1.1.9.2.4.1., and 6.11.1.)

AUS 019. Has the AOF/CC ensured automation certification guides (general and task) are developed and designed according to AFI 13-203 and AFMAN 36-2234? (AFI 13-203, para 6.3., Atch 12, and AFMAN 36-2234)

AUS 020. Are separate certification guides developed for the CATCA and AUS duty positions? (AFI 13-203, para 6.3.3.2., and Atch 12)

AUS 021. Does the AUS TCG cover all supported ATC automation systems requiring certification for the location? (AFI 13-203, para 6.3.3.2.)

AUS 022. Do AUS personnel educate/train users/controllers on the operational use of supported ATC computer systems? (AFI 13-203, para 1.1.10.2.7.)

QUALITY ASSURANCE

AUS 023. Has a CATCA recent information file been developed and is it readily available to all AUS personnel? (AFI 13-203, para 11.3.)

AUS 024. Are ready reference files or displays, for use by AUSs for each supported automated system, developed and available? (AFI 13-203, para 11.3.)

AUS 025. Are system CDR data extraction discs tracked and maintained for a minimum of 15 days (30 days if used to retain stored console data capture files)? (AFI 13-203, para 11.2.)

AUS 026. Do watch supervisors make an entry on AF Form 3616 when the digitized radar system is certified and/or when the display from an uncertified radar subsystem is inhibited or restored to the operational system? (AFI 13-203, para 4.11.2.)

AUS 027. Does the CATCA, CCTLR(s), and AOF/CC review each SITE PROGRAM BULLETIN (TERMINAL) issued by AOS-400 for local program patches and changes to the data base to determine any operational/procedural impact? Are facility/workcenter directives issued describing the functional and procedural change(s)? (FAAO 7210.3, para 12-2-5)

AUS 028. Are automated system console typewriter printouts (or stored capture files if feature is available) retained for a minimum of 30 days? (AFI 13-203, para 11.2, and FAAO 7210.3, para 13-3-2)

AUS 029. Are CDR data extraction discs labeled and logged with the minimum required information? (FAAO 7210.3, para 12-3-2)

AUS 030. Are data extraction discs containing records of aircraft mishaps, alleged deviations, or HATRs secured in locked receptacles to prevent unauthorized use? (AFI 13-203, para 11.2., and FAAO 7210.3, para 12-3-2)

ADMINISTRATION

AUS 031. Are disclaimers attached to all computer data reduction printed hard copies? (AFI 13-203, para 11.8.3.)

AUS 032. Are printed hard copy reductions and console typewriter printouts (or stored capture files) for aircraft mishaps/accidents retained with other records for minimum periods as specified in AFI 13-203? (AFI 13-203, para 11.8.3., para 11.6.)

AUS 033. Are automation program errors documented correctly and submitted on Program Technical Report (PTR) forms as required? (AFI 13-203, para 1.1.9.2.2.3., and AO 1100.145B)

AUS 034. Are suggested changes for ATC automated systems supported by the FAA submitted on NAS Change Proposals (NCP) and are these forms properly annotated, coordinated, and submitted? (AFI 13-203, para 1.1.9.2.2.3., and NAS MD-001)

AUS 035. Are workcenter directives developed to prescribe the storage, control, and safeguarding of all automated system operational computer software programs? (AFI 13-203, para 1.1.10.2.5.)

AUS 036. Has the CATCA appointed an individual to fill the additional duty position of Assistant CATCA? Are duties/responsibilities placed in writing by the CATCA? (AFI 13-203, para 1.1.9.2.6.3.)

Attachment 8

MOBILITY PREPAREDNESS CHECKLIST

OPERATIONS

MP 001. Do personnel assigned to the 7FVL9 UTC have either SEI 055 for 1C171s or SEI 056 for 1C151s? (AFM 13-220, para 3.1.1.)

MP 002. Do personnel assigned to the 7FVLC UTC have either the 362 and 365 SEIs for 1C171s and 364 or 053 SEIs for 1C151s? (AFM 13-220, para 3.1.2.)

MP 003. Is a primary and alternate assigned to each airfield operations UTC? (AFI 13-203, para 14.1.3., AFI 13-213, para 7.3.3. and AFM 13-220, para 13.2.4.2.)

MP 004. Have personnel attended the Joint Air Operations Staff Course prior to being assigned to the 7FVLG UTC? (AFM 13-220, para 3.1.4.)

TRAINING

005 through 012 - Are the primary and alternate UTC personnel trained and current in the following areas? Is documentation available, completed, and/or verifiable?

MP 005. Current Cardiopulmonary Resuscitation (CPR) training. (AFI 13-203, para 14.3.9.1.)

MP 006. Current self-aid buddy care training. (AFI 13-203, para 14.3.9.7. and AFI 10-403, para 2.5.2.2.)

MP 007. Small Arms qualifications. (AFI 13-203, para 14.3.9.2., and AFI 10-403, para 2.5.3.2.)

MP 008. Chemical warfare training (gas mask) and participate in base exercises in full CW ensemble in performance of assigned duties (tower or radar). (AFI 13-203, para 14.2.2.4., 14.3.9.3. and AFI 10-403, para 2.5.3.3.)

MP 009. OPSEC training. (AFI 13-203, para 14.3.9.6.)

MP 010. Generator training. (AFI 13-203, para 14.3.9.5.)

MP 011. Law of armed conflict, personal, and family readiness briefings. (AFI 10-403, para 2.5.2.1.)

MP 012. Explosive ordnance recognition training. (AFI 10-403, para 2.5.3.1.)

QUALITY ASSURANCE

013 through 015: Do all AOF personnel receive the following training? Is documentation available, completed, and/or verifiable? (AFI 10-403, para 2.5.2.)

MP 013. Law of Armed Conflict as outlined in AFI 51-401? (AFI 10-403, para 2.5.2.1.)

MP 014. Self-aid and buddy-care training according to AFI 36-2238? (AFI 10-402, para 2.5.2.2.)

MP 015. Force Protection familiarization training IAW AFI 31-210? (AFI 10-403, para 2.5.2.3.)

ADMINISTRATION

016 through 021 - Do the primary and alternates assigned to fill a UTC maintain the following items?

MP 016. Current leave and earning statement (on file or in possession of). (AFI 13-203, para 14.3.1. and AFI 13-213, para 7.5.1.)

MP 017. Government driver's record/license (if available, M-series vehicles located on base). (AFI 13-203, para 14.3.10. and AFI 13-213, para 7.5.9.)

MP 018. Current immunizations (shot record). (AFI 10-403, para 5.2.2.)

MP 019. Dog tags. (AFI 10-403, para 5.2.2.)

MP 020. Ear plugs. (AFI 13-203, para 14.3.2. and AFI 13-213, para 7.5.2.)

MP 021. Spectacle inserts for chemical warfare (CW) Mask. (AFI 13-203, para 14.3.3. and AFI 13-213, para 7.5.7.)

MP 022. Has the annual base-level assessment (in-place CONUS mission) been completed? (Based on authorizations not assigned)? (AFI 13-203, Atch 15)

Attachment 9

AIR TRAFFIC CONTROL AND LANDING SYSTEMS (ATCALS) MAINTENANCE OPERATIONS

General

ATCALS 001. Are there any recurring or unusual equipment problems? (AFI 21-116, 2.3, 5.1, 6.3)

ATCALS 002. Does ATCALS equipment availability meet mission requirements? (AFI 21-116, 2.3)

ATCALS 003. Does the equipment appear to be properly configured? (AFI 21-116, 2.3 and applicable equipment Technical Order)

ATCALS 004. Is ATCALS equipment properly protected from the elements? **Note:** Look for signs of leaking roofs, broken windows, rotten door jambs, doors that don't close tightly or lock properly, etc. (AFI 31-209)

ATCALS 005. Are ATCALS facilities and equipment secure? (AFI 31-209, 3.1 and 8.8)

ATCALS 006. Are procedures in-place to test evacuation alarms weekly? (AFI 13-203, MAJCOM supplement or local operating instruction)

ATCALS 007. Does the work center enforce general safety practices? (AFI 21-116, 6.4)

ATCALS 008. Does it appear the work center has an effective corrosion control program in place? (AFI 21-116, 6.6.8)

ATCALS 009. Do ATCALS work centers ensure that required Test, Measurement & Diagnostic Equipment (TMDE), shop mock-ups and test fixtures are available and properly maintained? (AFI 21-116, 6.11 and TO 00-20-14)

ATCALS 010. Do ATCALS work centers ensure required directives and technical publications are on hand and properly maintained? (AFI 21-116, 6.9)

Airport Surveillance Radar (ASR)

ATCALS 011. Does the ASR have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 012. Is the ASR transmitter frequency (both channels) within technical order (TO) specification? (Applicable equipment TO)

ATCALS 013. Is the ASR pulse width within TO specification? (Applicable equipment TO)

ATCALS 014. Is the ASR transmitter power output (both channels) within TO specification? (Applicable equipment TO)

ATCALS 015. Is the ASR transmitter voltage standing wave ratio (VSWR) (both channels) within TO specification? (Applicable equipment TO)

ATCALS 016. Are ASR minimum discernible signal (MDS) levels (both channels) within TO specification? (Applicable equipment TO)

ATCALS 017. Are ASR MDS levels at the RAPCON/GCA indicator displays within 1 dBm of that obtained at the equipment site? (Applicable equipment TO)

ATCALS 018. Is the ASR antenna properly oriented (magnetic variation)? (Commissioning or Special flight inspection, airfield criteria, ATCALS Evaluation Report and/or permanent echo data)

ATCALS 019. Is the ASR antenna set at the required tilt? (Commissioning or Special flight inspection and/or ATCALS Evaluation Report) **NOTE:** Coordinate with PMEL to borrow a TB-107 Clinometer or equivalent.

Air Traffic Control Radar Beacon System (ATCRBS)

ATCALS 020. Is the ATCRBS transmitter frequency (both transmitters) within TO specification? (Applicable equipment TO)

ATCALS 021. Is the ATCRBS pulse width within TO specification? (Applicable equipment TO)

ATCALS 022. Is the ATCRBS transmitter power output (both transmitters) within TO specification? (Applicable equipment TO or ATCALS Evaluation Report)

ATCALS 023. Is the ATCRBS transmitter VSWR (both transmitters) within TO specification? (Applicable equipment TO)

ATCALS 024. Is the ATCRBS receiver sensitivity (both receivers) within TO specification? (Applicable equipment TO)

ATCALS 025. Is the ATCRBS gain time control (GTC) (both receivers) within TO specification? (Applicable equipment TO)

Digital Bright Radar Indicator Tower Equipment (DBRITE)

ATCALS 026. Are MDS levels at the Tower DBRITE display not less than the ASR MDS readings? (DBRITE work cards)

ATCALS 027. Is the good bit symbol present on the DBRITE display? (Applicable equipment TO)

ATCALS 028. Is the DBRITE permanent echo (PE) displayed at the required range and azimuth? (Site Specific)

Precision Approach Radar (PAR)

ATCALS 029. Does the PAR have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 030. Is the correct site parameter data being used to configure the Site Parameter Panel (SPP)? (Commissioning flight check data or ATCALS Evaluation Report)

ATCALS 031. Is the PAR transmitter frequency (both channels) within TO specification? (Applicable equipment TO)

ATCALS 032. Is the PAR pulse width within TO specification? (Applicable equipment TO)

ATCALS 033. Is the PAR transmitter power output (both channels) within TO specification? (Applicable equipment TO)

ATCALS 034. Is the PAR transmitter VSWR (both channels) within TO specification? (Applicable equipment TO)

ATCALS 035. Is the PAR MDS (both channels) within TO specification? (Applicable equipment TO)

ATCALS 036. Are PAR MDS levels at the RAPCON/GCA indicator displays within 1 dBm of that obtained at the equipment site? (Applicable equipment TO)

ATCALS 037. Is the indicator in the PAR shelter free of flashing fault symbols with the radar site in control of the system? (Applicable equipment TO)

ATCALS 038. Are PAR reflectors properly oriented and aligned? (Applicable equipment TO)

Radar Approach Control (RAPCON)/Ground Control Approach (GCA)

ATCALS 039. Are the ASR indicators properly aligned? (Applicable equipment TO)

ATCALS 040. Do ASR Normal and Moving Target Indicator (MTI) grass levels appear consistent between functions and displays at the RAPCON/GCA? (Applicable equipment TO)

ATCALS 041. Is the Range Azimuth Beacon Monitor (RABM) displayed as published in local procedures? (AFI 13-203, 4.4, Applicable equipment TO and site policy)

ATCALS 042. Are the video maps properly aligned? (Applicable equipment TO)

ATCALS 043. Are the PAR indicators properly aligned? (Applicable equipment TO)

ATCALS 044. Are the indicators in the operations facility free of flashing fault symbols with the facility in control of the radar system? (Applicable equipment TO)

ATCALS 045. Can the PAR acquire and track targets? (reference reflector, targets of opportunity, etc.)

ATCALS 046. Do PAR Normal and MTI grass levels appear consistent between functions and displays at the RAPCON/GCA? (Applicable equipment TO)

ATCALS 047. Does the RAPCON/GCA have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6)

Next Generation Weather Radar (NEXRAD)

ATCALS 048. Is average NEXRAD transmitter power at 4J25 within tolerance? With spectrum filter 7.57 – 8.57 dBm, without 7.37 – 8.37 dBm. (TO 31P1-4-108-152, 6-6.28.1.3.2, Step 7d and Flow Diagram Figure 6-6.28, Sheet 2 of 5)

ATCALS 049. Is NEXRAD transmitter performance data (DIPD XMT) 700kW +/- 50kW? (TO 31P1-4-108-152, 6-6.28.1.3.2, Step 7b and Flow Diagram Figure 6-6.28, Sheet 2 of 5)

ATCALS 050. Is the NEXRAD power monitor consistency check within +/- 0.2 dB of the calculated site specific microwave loss value? (TO 31P1-4-108-152, 6-6.28.1.3.2 and Flow Diagram Figure 6-6.28, Sheet 2 of 5)

ATCALS 051. Is the NEXRAD reflectivity error estimate within tolerance? (TO 31P1-4-108-152, 6-6.28.1.4 and Flow Diagram Figure 6-6.28, Sheet 2 of 5)

ATCALS 052. Is the NEXRAD adaptation data value R234 between 9.0 and 12.0 dB? (TO 31P1-4-108-152, Flow Diagram Figure 6-6.28, Sheet 2 of 5)

ATCALS 053. Is NEXRAD transmitted power error (Pt error) greater than +/- 0.3 dB? (TO 31P1-4-108-152, 6-6.28.1.4.3, 1-5)

ATCALS 054. Is NEXRAD receiver noise error (SP error) greater than +/- 0.08 dB? (TO 31P1-4-108-152, 6-6.28.1.4.3, 6-7)

ATCALS 055**.** Is NEXRAD reflectivity error estimate (Ze error) greater than +/- 1.0 dB? (TO 31P1-4-108-152, 6-6.28.1.4.3, 8-10)

ATCALS 056. Perform NEXRAD sun check procedures. NOTE: THIS IS AN OFF LINE CHECK. Tolerances: Azimuth or elevation error greater than +/- 1.5 degrees. (TO 31P1-4-108-152, 6.6.28.1.5, Step 14 and Flow Diagram Figure 6-6.28, Sheet 2 of 5)

Tactical Air Navigation (TACAN)

ATCALS 057. Has the TACAN facility certification been performed and documented? (AFI 21-116, A11)

ATCALS 058. Does the TACAN have a facility record? (AFI 21-116, A11)

ATCALS 059. Is the TACAN facility record being properly maintained? (AFI 21-116, A11)

ATCALS 060. Does the TACAN facility record contain a current facility data sheet? (AFI 21-116, A11)

ATCALS 061. Does the TACAN have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 062. Are TACAN monitored and maintenance data in tolerance (these are obtained by entering RAB and RCA at the system's input/output terminal)? (TACAN work cards)

ATCALS 063. Do Rantec modulation generator thumbwheel settings match the settings recorded in the facility reference data? (Commissioning flight data and/or ATCALS Evaluation Report)

ATCALS 064. Does the Beacon Shutdown lamp light on the Modulation Generator when the TACAN output power is reduced below 1500 watts using the procedure outlined in the work cards? (TACAN work cards)

ATCALS 065. Does the TACAN shut down when one degree (or less) of azimuth is introduced? (Applicable equipment TO)

ATCALS 066. Does the TACAN shut down when station identification is removed? (Applicable equipment TO)

ATCALS 067. Does the TACAN shut down when the identification function is placed in full time keying? (Applicable equipment TO)

Instrument Landing System (ILS) Glideslope (AN/GRN-31)

ATCALS 068. Has the Glideslope facility certification been performed and documented? (AFI 21-116, A11)

ATCALS 069. Does the Glideslope have a facility record? (AFI 21-116, A11)

ATCALS 070. Is the Glideslope facility record being properly maintained? (AFI 21-116, A11)

ATCALS 071. Does the Glideslope facility record contain a current facility data sheet? (AFI 21-116, A11)

ATCALS 072. Does the Glideslope have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 073. Are Glideslope monitor alarm limits in tolerance? (TO 31R4-2GRN31-6WC/16WC/26 WC-1)

ATCALS 074. Are Glideslope monitor offsets the same as those documented in the facility reference data? (TO 31R4-2GRN31-2/12/22)

ATCALS 075. Does the Glideslope alarm and transfer when the 150 Hz tone switch is turned off in the "on air" transmitter? (TO 31R4-2GRN31-6WC/16WC/26WC-1)

ATCALS 076. Does the Null Reference Glideslope operate for a minimum of 30 minutes on batteries? (TO 31R4-2GRN31-6WC-1)

ATCALS 077. Does the Sideband Reference Glideslope operate for a minimum of 30 minutes on batteries? (TO 31R4-2GRN31-16WC-1)

ATCALS 078. Does the Capture Effect Glideslope operate for a minimum of 30 minutes on batteries? (TO 31R4-2GRN31-26WC-1)

Instrument Landing System (ILS) Localizer (AN/GRN-30)

ATCALS 079. Has the Localizer facility certification been performed and documented? (AFI 21-116, A11)

ATCALS 080. Does the Localizer have a facility record? (AFI 21-116, A11)

ATCALS 081. Is the Localizer facility record being properly maintained? (AFI 21-116, A11)

ATCALS 082. Does the Localizer facility record contain a current facility data sheet? (AFI 21-116, A11)

ATCALS 083. Does the Localizer have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 084. Are Localizer monitor alarm limits in tolerance? (TO 31R4-2GRN30-6WC-1)

ATCALS 085. Are Localizer monitor offsets the same as those documented in the facility reference data? (TO 31R4-2GRN30-2)

ATCALS 086. Does the Localizer alarm and transfer when the 150 Hz tone switch is turned off in the "on air" transmitter? (TO 31R4-2GRN30-6WC-1)

ATCALS 087. Does the Localizer shut down when the identification is turned off? (TO 31R4-2GRN30 -6WC-1)

ATCALS 088. Does the Localizer shut down when the identification is set too continuous? (TO 31R4-2GRN30-6WC-1)

ATCALS 089. Does the Localizer operate for a minimum of 30 minutes on batteries? (TO 31R4-2GRN30-6WC-1)

Very High Frequency (VHF) Omni-Range (VOR)

ATCALS 090. Has the VOR facility certification been performed and documented? (AFI 21-116, A11)

ATCALS 091. Does the VOR have a facility record? (AFI 21-116, A11)

ATCALS 092. Is the VOR facility record being properly maintained? (AFI 21-116, A11)

ATCALS 093. Does the VOR facility record contain a current facility data sheet? (AFI 21-116, A11)

ATCALS 094. Does the VOR have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 095. Are VOR monitored and maintenance data in tolerance (these are obtained by entering RBB and RDA at the system's input/output terminal)? (VOR work cards)

ATCALS 096. Are VOR carrier and sideband powers in tolerance? (Commissioning flight data and/or ATCALS Evaluation Report)

ATCALS 097. Does the VOR shut down when station identification is removed? (Applicable equipment TO)

ATCALS 098. Does the "Monitored Data" agree with the reference "Monitor Data" when the VOR Test Generator is activated (using IL1 function)? (Applicable equipment TO)

ATCALS 099. Does the VOR "IJ Factor" in use match the "IJ Factor" documented in the facility reference data? (Commissioning flight data and/or ATCALS Evaluation Report)

ATCALS 100. Do VOR ground checks meet tolerances outlined in work cards? (VOR work cards, Commissioning flight data and/or ATCALS Evaluation Report)

Non-Directional Beacon (NDB)

ATCALS 101. Has the NDB facility certification been performed and documented? (AFI 21-116, A11)

ATCALS 102. Does the NDB have a facility record? (AFI 21-116, A11)

ATCALS 103. Is the NDB facility record being properly maintained? (AFI 21-116, A11)

ATCALS 104. Does the NDB facility record contain a current facility data sheet? (AFI 21-116, A11)

ATCALS 105. Does the NDB have a functional evacuation alarm installed when located within 750 feet of the runway centerline or 1500 feet or less from the end of the runway? (AFI 13-203, 2.6, MAJCOM supplement or local operating instruction)

ATCALS 106. Is the NDB output power in tolerance? (Applicable technical manual and facility reference data)

ATCALS 107. Is the NDB reflected power in tolerance? (Applicable technical manual)

ATCALS 108. Is the NDB output frequency in tolerance? (Applicable technical manual and facility reference data)

ATCALS 109. Is the NDB percent of modulation parameter in tolerance? (Applicable technical manual and facility reference data)

ATCALS 110. Do the NDB internal monitors remove the operational transmitter from service when the output power is reduced by one-half? (Applicable technical manual)

ATCALS 111. Does the NDB remote performance monitor alarm when the beacon output power is reduced by one-half for systems that don't have internal monitors? (Applicable technical manual)

Temperature Dewpoint Set (AN/FMQ-8)

ATCALS 112. Are all alarm indicators off at the FMQ-8 Temperature Dewpoint Set display assembly? (TO 31M1-2FMQ8-6WC-1)

ATCALS 113. Are all red alarm indicators off at the FMQ-8 Temperature Dewpoint Set sensor interface assembly? (TO 31M1-2FMQ8-6WC-1)

ATCALS 114. Are FMQ-8 ambient temperature readings in tolerance when a system verification test is performed using the FMQ-8 work cards? (TO 31M1-2FMQ8-6WC-1)

ATCALS 115. Are FMQ-8 ambient dew point readings in tolerance when a system verification test is performed using the FMQ-8 work cards? (TO 31M1-2FMQ8-6WC-1)

Wind Speed and Direction Set (AN/FMQ-13)

ATCALS 116. Do FMQ-13 Wind Speed and Direction Set indicators display 1 knot or less during operational check with the static sensor assembly over the sensor head? NOTE: If speed is 0000, then the direction indicated should be 0000. If speed is 0001, then the direction indicated should be between 1-360. (TO 31M1-2FMQ13-6WC-1)

ATCALS 117. Do FMQ-13 Wind Speed and Direction Set recorders display 1 knot or less during operational check with the static sensor assembly over the sensor head? NOTE: If speed is 0000, then the direction indicated should be 0000. If speed is 0001, then the direction indicated should be between 1-360. (TO 31M1-2FMQ13-6WC-1)

ATCALS 118. Are FMQ-13 sensors properly aligned to North? (TO 31M1-2FMQ13-6WC-1)

ATCALS 119. Does the FMQ-13 status display read 00 or 04 when placed in the Status Display mode? (TO 31M1-2FMQ13-6WC-1)

ATCALS 120. Does the wind information on all FMQ-13 wind indicators (ATC Tower, RAPCON/GCA, weather station, etc.) match? (TO 31M1-2FMQ13-6WC-1)

ATCALS 121. Does the FMQ-13 recorder assembly printer produce legible updates every minute? (TO 31M1-2FMQ13-6WC-1)

ATCALS 122. Do FMQ-13 recorders provide an alarm indication when the controlling agency selects a different sensor on the master indicator? (TO 31M1-2FMQ13-6WC-1)

Mobile Tactical Air Navigation (AN/TRN-26)

ATCALS 123. Does the scan lock on "Pulse Rate" and indicate an alarm within 7+/- 1 seconds on units 5 and 9 with "Pulse Rate" switch set to "Total?" (TO 31R4-2TRN26-6WC-1, Card 1-016)

ATCALS 124. Does "ID" alarm after 5 +/- 1 seconds on units 3 and 8 with a ground connected to the "Ident Gate" test point? (TO 31R4-2TRN26-6WC-1, Card 1-017)

ATCALS 125. Does AVG PEAK RAD PWR alarm after 5 +/- 1 seconds on units 5 and 9 with a ground connected to "RAD DET" test point? (TO 31R4-2TRN26-6WC-1, Card 1-019)

ATCALS 126. Do alarms initiate a transfer to the standby Transceiver (TRNCVR) after the first alarm and shut the system down after a second alarm? (TO 31R4-2TRN26-6WC-1, Card 1-022)

ATCALS 127. Do units 4 and 7 provide both visual and aural alarms after a transponder fault? (TO 31R4-2TRN26-6WC-1, Card 1-022)

ATCALS 128. Are the system monitors' (units 5 and 9) measurements within the required parameters? (TO 31R4-2TRN26-6WC-1, Cards 1-002 through 1-004)

Standard Communications Control System and Recorders

ATCALS 129. Does the ATC Tower OJ-314, Standard Communications Control System, operate for a minimum of 15 minutes on batteries? (TO 31W2-2FSC-XXX)

ATCALS 130. Are all ATC Tower frequencies/positions identified by the facility manager being recorded? (AFI 13-203, 2.7 and local O.I.)

ATCALS 131. Are all ATC Tower recordings understandable? (Applicable equipment TO)

ATCALS 132. Does the ATC Tower AN/GSH-56/57 automatically changeover to the standby deck within the prescribed time limits when a tape or deck failure is simulated? (TO 31S3-4-122-1, pages 2-12 and 2-13)

ATCALS 133. Does the RAPCON/GCA OJ-314, Standard Communications Control System, operate for a minimum of 15 minutes on batteries? (TO 31W2-2FSC-XXX)

ATCALS 134. Are all RAPCON/GCA frequencies/positions identified by the facility manager being recorded? (AFI 13-203, para 2.7 and local O.I.)

ATCALS 135. Are all RAPCON/GCA recordings understandable ? (Applicable equipment TO)

ATCALS 136. Does the RAPCON/GCA AN/GSH-56/57 automatically changeover to the standby deck within the prescribed time limits when a tape or deck failure is simulated? (TO 31S3-4-122-1, pages 2-12 and 2-13)

Base Civil Engineering (BCE) ATCALS Support

ATCALS 137. Is BCE maintaining, testing and exercising ATCALS electrical systems? (AFI 32-1063, 7)

ATCALS 138. Does the Localizer back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 139. Does the Glideslope back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 140. Does the TACAN back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 141. Does the VOR back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 142. Does the ATC Tower back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 143. Does the RAPCON/GCA back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 144. Does the Transmitter Site back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 145. Does the Receiver Site back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 146. Does the ASR Site back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 147. Does the PAR Site back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 148. Does the NEXRAD Site back-up generator start, automatically transfer the load, and support the entire equipment and environmental control unit load for a least 15 minutes?

ATCALS 149. Do all ATCALS NCOICs ensure work center personnel receive annual generator training from BCE when ATCALS work center personnel are assigned user responsibilities? (AFI 32-1062, 3 and AFI 32-1063, 1.10)

ATCALS 150. Is BCE conducting visual inspections of ATCALS lightning protection systems every 3-5 years? (AFI 32-1065, Table 1, 4)

ATCALS 151. Is BCE conducting facility ground resistance checks on all ATCALS facility grounds every 21 months? (AFI 32-1065, Table 1, 9)

ATCALS 152. Is BCE providing ATCALS facility ground readings to the ATCALS maintenance work centers? (AFI 32-1065, 5)

ATCALS 153. Are all ATCALS facility grounds 10 ohms or less? (AFI 32-1065, Table 1, 9)

ATCALS 154. Is BCE conducting facility ground resistance checks on new ATCALS facilities quarterly for the first year? (AFI 32-1065, Table 1, 9)

QUALITY ASSURANCE

ATCALS 155. Are Maintenance Standardization Evaluation Program (MSEP) technical evaluations being completed in enough depth to ensure systems and equipment are maintained and managed according to applicable technical data? (AFI 21-116, 5.17.1.1)

ATCALS 156. Are all appropriate AFMQCCs, Command MQCCs, and local check sheets being used for all technical evaluations? (AFI 21-116, 5.17.1.2)

ATCALS 157. Are MSEP technical evaluations being done on a sampling of all equipment and systems at least every 18 months? (AFI 21-116, 5.17.1.4)

ATCALS 158. Are MSEP personnel evaluations being completed in enough depth and variety to assess the effectiveness of the ATCALS work center's training program, technician competence, and technical and procedural data adequacy? (AFI 21-116, 5.17.2)

ATCALS 159. Are primary personnel evaluations being performed on newly assigned personnel within 6 months of assignment to the ATCALS work center? (AFI 21-116, 5.17.2.6.2.1)

ATCALS 160. Are follow-on personnel evaluations being conducted on all personnel who are task certified to maintain air traffic control radar or navigational aids at least once every 12 months? (AFI 21-116, 5.17.2.6.2.2)

ATCALS 161. Are technicians who maintain air traffic control radar or navigational aids evaluated on ATCALS tasks? (AFI 21-116, 5.17.2.6.2.2)

ATCALS 162. Are follow-on evaluations being completed on personnel maintaining ATC communication systems at least once every 24 months? (AFI 21-116, 5.17.2.6.2.1)

ATCALS 163. Has HQ USAF/PEM approved any existing ATCALS Quality Assurance Evaluator (QAE) functions that have been contracted out? (AFI 63-504, 2.3)

ATCALS 164. Has a QAE been selected for ATCALS functions maintained under contract? (AFI 63-504, 3.3.2)

ATCALS 165. Has a QAE been notified, in writing, for ATCALS functions maintained under contract? (AFI 63-504, 3.3.2)

ATCALS 166. Does the notification include a statement that the selectee does not have, and will not be given, other duties that will interfere with the QAE duties, and that the QAE duties are the primary critical element of their duty assignment? (AFI 63-504, 3.3.2)

ATCALS 167. Does the selectee have the specialized knowledge, skill, and abilities required to successfully perform ATCALS QAE work? (AFI 63-504, 3.1.2)

ATCALS 168. Has the QAE received Phase I training before performing surveillance duties on ATCALS contracts? (AFI 63-504, 4.3.1.1)

ATCALS 169. Has the QAE received Phase II training before performing surveillance duties on ATCALS contracts? (AFI 63-504, 4.3.1.1)

ATCALS 170. Does the contractor provide and maintain an inspection system acceptable to the government? (AFM 64-108, 5.1)

ATCALS 171. Does the ATCALS contractor maintain records of quality control inspections throughout the life of the contract? (AFM 64-108, 5.1)

ATCALS 172. Does the ATCALS QAE maintain records of quality control inspections throughout the life of the contract? (AFM 64-108, 5.1)

ATCALS 173. Does the ATCALS QAE develop a monthly schedule of surveillance activities based on the Quality Assurance Surveillance Plan (QASP) requirements? (AFM 64-108, 6.3.1.1)

TRAINING

ATCALS 174. Are training records being maintained on all ATCALS personnel performing maintenance? (AFI 21-116, A11 and AFI 36-2201, 4.11.9)

ATCALS 175. Has the commander designated, in writing, ATCALS work center trainers? (AFI 36-2201, 4.9.1.5)

ATCALS 176. Do designated trainers meet minimum qualification requirements? (AFI 36-2201, 4.9.1.5 and 4.12)

ATCALS 177. Are training records being maintained on all ATCALS personnel assigned as trainers? (AFI 36-2201, 4.11.9 and 4.12)

ATCALS 178. Has the commander designated, in writing, ATCALS work center task certifiers? (AFI 36-2201, 4.9.1.5)

ATCALS 179. Do designated task certifiers meet minimum qualification requirements? (AFI 36-2201, 4.9.1.5 and 4.13)

ATCALS 180. Are training records being maintained on all ATCALS personnel assigned as task certifiers? (AFI 36-2201, 4.11.9 and 4.13)

ATCALS 181. Has the commander designated, in writing, ATCALS technicians authorized to perform facility certifications? (AFI 21-116, A11)

ATCALS 182. Are training records being maintained on all ATCALS personnel authorized by the commander to perform facility certifications? (AFI 21-116, A11)

ATCALS 183. Are ATCALS work center training programs, Master Task Lists, and other training documents based on all relevant and most current training material and aids (CFETPs, AFJQSs, QTPs, etc.)? (AFI 36-2201, 4.11.6)

ATCALS 184. Are all ATCALS facilities and equipment included in the Master Task List (MTL)? (AFI 36-2201, 4.11.1.1)

ATCALS 185. Do ATCALS work center training products show accurate and current personnel qualifications and training requirements? (AFI 36-2201, 4.11.9.2)

ATCALS 186. Do ATCALS work centers have adequate task coverage to ensure complete and continuous qualified technicians are available for duty at any given time? (AFI 21-116, 2.15.1)

ADMINISTRATION

ATCALS 187. Does the Master Preventative Maintenance Inspection (PMI) Listing contain all applicable ATCALS facility and equipment preventative maintenance inspections? (AFI 21-116, 4.7.17 & 6.7.3 and applicable equipment PMI work cards)

ATCALS 188. Is the Master PMI Listing information accurate? (AFI 21-116, 4.7.17 & 6.7.3 and applicable equipment PMI work cards)

ATCALS 189. Are PMIs accomplished on the required date? (AFI 21-116, 6.7.1)

ATCALS 190. Are completed PMIs documented properly? (AFI 21-116, 6.6.9)

ATCALS 191. Are deferred PMIs being documented and completed in a timely manner? (AFI 21-116, 6.6)

ATCALS 192. Are the correct ATCALS PM schedules published in the Flight Information Publications (FLIPs)? (AFI 13-203, 2.20)

ATCALS 193. Do the FLIPs reflect current restrictions and limitations identified by flight inspection for ATCALS equipment? (AFM 11-230, 2.8)

ATCALS 194. Do ATCALS maintenance personnel participate in the quarterly Airfield Operations Board (AOB) meetings? (AFI 13-203, 12.5)

ATCALS 195. Are maintenance response times clearly defined? (AFI 13-203, 1.6)

ATCALS 196. Are ATCALS facility and equipment restoration priorities clearly defined? (AFI 13-203, 1.6)

ATCALS 197. Are ATCALS maintenance personnel complying with local procedures for interruptions to ATCALS? (AFI 13-203, 2.20.2)

ATCALS 198. Does operations and maintenance personnel coordinate problem areas or unscheduled maintenance that may require an ATCALS facility or equipment to be taken off the air? (AFI 13-203, 2.20.1)

ATCALS 199. Have ATCALS technicians completed required reading? (AFI 21-116, A11.8)

ATCALS 200. Is the required ATCALS reading documented? (AFI 21-116, A11.8)

Attachment 10 (ADDED AFMC)
SAMPLE STAFF SUMMARY SHEET

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	CS/CC	Coord		6	AFMC/ DO	Approval	
2	AOF/CC	Coord		7			
3	OSS/CC	Coord		8			
4	OG/CC ABW/CC	Coord		9			
5	AFMC/ DOA	Coord		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
Goodguy, CMSgt	00 CS/SCMR	9-1212	rg	

SUBJECT: Closure of Air Traffic System Evaluation Program (ATSEP) Observation for Big AFB, Wy

DATE: 1 Nov 98

SUMMARY

1. Request closure of the following observation from 11-15 Aug 98 ATSEP Report (Tab 1):

OBSERVATION: The inverter for the OJ-314 Communications Switch in the control tower was turned off. This resulted in complete loss of all land lines in the control tower when a loss of commercial power was simulated which seriously impacts Air Traffic Control (ATC) operations.

2. Request for closure addressed in Big Airfield Operations Board (AOB) minutes. (Tab 2)

3. Approval for closing the observation is based on the following:

CORRECTIVE ACTION: 00 CG/SCMRT procedures have been changed to ensure the inverter is not turned off. All maintenance technicians have been trained on the new procedures. This is indicated in the memorandum, dated 1 Sep 98. (Tab 3)

4. RECOMMENDATION. AFMC/DO grant closure approval for Big ATSEP observation by signing this SSS.

Thomas D. Mann, Maj, USAF
Commander, Systems Flight

3 Tabs
1. Extract of Big ATSEP Observation
2. Extract of Big Oct 98 AOB Minutes
3. Memorandum from 00 CG/SCMRT, 1 Sep 98

AF FORM 1768, SEP 84 *(EF-V4)* *(FORM FLO2)* PREVIOUS EDITION WILL BE USED.